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(MANPOWER, RESERVE AFFAIRS, AND LOGISTICS)
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(HEALTH AFFAIRS)**





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FOREWORD

This manual is issued under the authority of DoD Directive 1341.1, "Defense Enrollment Eligibility Reporting System (DEERS)," October 14, 1981. It provides program guidance and procedural references for DEERS implementation and maintenance.¹

The provisions of this manual apply to the Office of the Secretary of Defense; the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy); and the Defense Agencies (hereafter referred to collectively as "DoD Components"); the Coast Guard, under agreement with the Department of Transportation when it is not operating as a Military Service in the Navy; and under agreement with the Departments of Health and Human Services and Commerce, the Commissioned Corps of the Public Health Service and the Commissioned Corps of the National Oceanic and Atmospheric Administration, respectively (hereafter referred to as "other Uniformed Services").

This manual is effective immediately, and its use by all DoD Components and other Uniformed Services is mandatory. Distribution shall be accomplished in accordance with DoD Instruction 1341.2, "Defense Enrollment Eligibility Reporting System Procedures," March 2, 1982. Portions of this manual may be incorporated in functional area Uniformed Service guidelines. Implementing instructions shall be forwarded to the DEERS Program Manager for coordination and approval within 90 days. Recommended changes to the manual should be sent, through Uniformed Service channels, to

DEERS Program Manager
Room 3E341, The Pentagon
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DoD Components and other Uniformed Services may obtain copies of this manual through their own publications channels. Other federal agencies and the public may obtain copies from the Director, U.S. Naval Publications and Forms Center, Code 301, 5801 Tabor Avenue, Philadelphia, Pennsylvania 19120.

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¹The interim "DEERS Program Manuals," dated May 1, 1981, and March 1, 1982, are hereby canceled.

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DL1.1. DEFINITIONS

DL1.1.1. Alphabetic Field. A field of data in which the letters A through Z and "Blank Only" can be keyed.

DL1.1.2. Alphanumeric Field. A field of data in which alphabetical letters (A through Z), "Blank Only," and integer numbers (1 through 9, and 0) can he keyed.

DL1.1.3. Ancillary Services. Supportive services.

DL1.1.4. Batch. A group of data records organized for the purpose of convenience and control.

DL1.1.5. Batch Number. An identifier attached to a specific group of records.

DL1.1.6. Character. The basic element of data. A character takes one position and can be an alphabetic letter (A through Z), a digit (Arabic number symbols 1 through 9, and 0), or a special symbol (consult keyboard).

DL1.1.7. Cursor. Blinking underline on a CRT display that tells you where the next character or space will occur.

DL1.1.8. Data. An item of information or a collection of records.

DL1.1.9. Database. Information stored in automated files within a computer via the Data Station.

DL1.1.10. Data Station. A work site equipped with a keyboard and CRT video screen.

DL1.1.11. Data Set. Also called modem. Electronic device that translates CRT-entered information into signals that are transmitted through a telephone line to a computer.

DL1.1.12. Display. The exhibit or response from the computer seen on the CRT video screen.

DL1.1.13. Family Member Prefix. A two-character code used to identify beneficiaries. Refer to Figure C5.F1. in this Manual.

DL1.1.14. Field. A predetermined meaningful grouping of consecutive characters allocation specific information (for example, Last Name, Day of Month).

DL1.1.15. Hit. A term used to indicate that a DEERS inquiry has successfully identified the individual for whom the inquiry was made. Also refers to a CURSOR position on the DEERS Eligibility Inquiry Screen.

DL1.1.16. Inquiry. As it relates to DEERS, an automated search of the DEERS Eligibility Database for information upon which to determine the eligibility status of a beneficiary.

DL1.1.17. Integer Field. A field of data in which only integers 1 through 9 and 0 can entered.

DL1.1.18. Interface. A component of the data set (modem).

DL1.1.19. Line. A row of characters; may be thought of as a line of text in a book.

DL1.1.20. Menu. A listing of activities or functions available to the operator of a DEERS CRT.

DL1.1.21. Mode. The operating state of the CRT video screen at a data station (for example, RCV = receive, NTL = control, or XMT = transmit).

DL1.1.22. Modem. Also called data set. Modulates" outgoing data transmissions into signals compatible with telephone lines and "demodulates" incoming signals back into computer recognizable transmissions.

DL1.1.23. No Hit. A term used to indicate that a DEERS inquiry has been unable to identify the individual for whom the inquiry was made.

DL1.1.24. Page. 24 lines. The amount of data that can be displayed on the CRT video screen at one time.

DL1.1.25. Prompt. A message or guide that appears on the CRT video screen that directs the operator to enter specific information.

DL1.1.26. Record. One CRT video screen consisting of different fields of data.

DL1.1.27. Record Number. The number of records currently being displayed.

DL1.1.28. Security Code. A two-character code provided by the DEERS Program Office to the supervisor of each field site authorized to make DEERS inquiries. Proper use of this code will prevent unauthorized access to and use of the DEERS Eligibility System.

DL1.1.29. Sign-Off. Terminating use of a CRT video screen.

DL1.1.30. Sign-On. Initiating use of a CRT video screen.

DL1.1.31. Site Code. A six-character code provided by the DEERS Program Office that uniquely identifies each field site.

DL1.1.32. Skip. To pass without changing.

DL1.1.33. UCA Summary Account Codes. A two-character Uniform Chart of Accounts code used to classify, for accounting purposes, the type of medical or dental service requested. Refer to Figure C5.F2. in this Manual.

AL1.1. ACRONYMS

AL1.1.1.	<u>ADP</u>	Automated Data Processing
AL1.1.2.	<u>APO</u>	Air or Army Post Office
AL1.1.3.	<u>ASD(HA)</u>	Assistant Secretary of Defense (Health Affairs)
AL1.1.4.	<u>ASD(MRA&L)</u>	Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)
AL1.1.5.	<u>ASD(PA)</u>	Assistant Secretary of Defense (Public Affairs)
AL1.1.6.	<u>AUTOVON</u>	Automatic Voice Network
AL1.1.7.	<u>C</u>	Privilege code for Commissary (on DD Form 1172)
AL1.1.8.	<u>CHAMPUS</u>	Civilian Health and Medical Program of the Uniformed Services
AL1.1.9.	<u>CONUS</u>	Continental United States
AL1.1.10.	<u>COTR</u>	Contracting Officer's Technical Representative
AL1.1.11.	<u>CRT</u>	Cathode Ray Tube (a computer terminal)
AL1.1.12.	<u>DAS</u>	Defense Audit Service
AL1.1.13.	<u>DAV</u>	Disabled Veteran
AL1.1.14.	<u>DBMS</u>	Database Management System
AL1.1.15.	<u>DCA</u>	Defense Communications Agency
AL1.1.16.	<u>DCS</u>	Defense Communications System
AL1.1.17.	<u>DD Form</u>	Department of Defense Form
AL1.1.18.	<u>DECCO</u>	Defense Commercial Communications Office
AL1.1.19.	<u>DEERS</u>	Defense Enrollment Eligibility Reporting System
AL1.1.20.	<u>DLA</u>	Defense Logistics Agency
AL1.1.21.	<u>DMDC</u>	Defense Manpower Data Center
AL1.1.22.	<u>DMIS</u>	Data Management Information System
AL1.1.23.	<u>DOB</u>	Date of Birth
AL1.1.24.	<u>DoD</u>	Department of Defense
AL1.1.25.	<u>DRD</u>	Data Requirements Document

AL1.1.26. <u>DSO</u>	DEERS Support Office
AL1.1.27. <u>DTF</u>	Dental Treatment Facility
AL1.1.28. <u>DUSD(C3I)</u>	Deputy Under Secretary of Defense (Communications, Command, Control, and Intelligence)
AL1.1.29. <u>EL</u>	Privilege code for Exchange, Limited use (on DD Form 1172)
AL1.1.30. <u>EU</u>	Privilege code for Exchange, Unlimited Use(on DD Form 1172)
AL1.1.31. <u>FD</u>	Functional Description
AL1.1.32. <u>FI</u>	Fiscal Intermediary (pays CHAMPUS claims)
AL1.1.33. <u>FMP</u>	Family Member Prefix
AL1.1.34. <u>FPO</u>	Fleet Post Office
AL1.1.35. <u>FY</u>	Fiscal Year
AL1.1.36. <u>GAO</u>	General Accounting Office
AL1.1.37. <u>ICN</u>	Internal Control Number
AL1.1.38. <u>ID</u>	Identification
AL1.1.39. <u>IDMS</u>	Integrated Data Management System
AL1.1.40. <u>MC</u>	Privilege code for Medical care, Civilian source - CHAMPUS (on DD Form 1172)
AL1.1.41. <u>MS</u>	Privilege code for Medical care, Uniform Services (on DD Form 1172)
AL1.1.42. <u>MTF</u>	Medical Treatment Facility
AL1.1.43. <u>NCS</u>	National Communications Systems
AL1.1.44. <u>NOAA</u>	National Oceanic and Atmospheric Administration
AL1.1.45. <u>OASD(HA)</u>	Office of the Assistant Secretary of Defense (Health Affairs)

AL1.1.46. <u>OASD(MRA&L)</u>	Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)
AL1.1.47. <u>OASD(PA)</u>	Office of the Assistant Secretary of Defense (Public Affairs)
AL1.1.48. <u>OCHAMPUS</u>	Office of Civilian Health and Medical Program of the Uniform Services
AL1.1.49. <u>ODUSD(C3I)</u>	Office of the Deputy Under Secretary of Defense (Communications, Command, Control, and Intelligence)
AL1.1.50. <u>OMB</u>	Office of Management and Budget
AL1.1.51. <u>OSD</u>	Office of the Secretary of Defense
AL1.1.52. <u>PAO</u>	Public Affairs Officer
AL1.1.53. <u>PHS</u>	Public Health Service
AL1.1.54. <u>POC</u>	Point of Contact
AL1.1.55. <u>R/ADT</u>	Registration/Admission, Disposition, and Transfer (a TRIMIS system)
AL1.1.56. <u>RAPIDS</u>	Real-Time Automated Personnel Identification System
AL1.1.57. <u>ROTC</u>	Reserve Officers' Training Corps
AL1.1.58. <u>SC</u>	Security Code
AL1.1.59. <u>SSN</u>	Social Security Number
AL1.1.60. <u>TH</u>	Privilege code for Theater (on DD Form 1172)
AL1.1.61. <u>TCO</u>	Telecommunications Certification Office
AL1.1.62. <u>TSR</u>	Telecommunications Service Request
AL1.1.63. <u>TRIMIS</u>	Tri-Service Medical Information System
AL1.1.64. <u>UC</u>	UCA Summary Account Codes
AL1.1.65. <u>UCA</u>	Uniform Chart of Accounts
AL1.1.66. <u>USA</u>	United States Army
AL1.1.67. <u>USAF</u>	United States Air Force
AL1.1.68. <u>USCG</u>	United States Coast Guard
AL1.1.69. <u>USMC</u>	United States Marine Corps
AL1.1.70. <u>USN</u>	United States Navy

AL1.1.71. <u>USPHS</u>	United States Public Health Service
AL1.1.72. <u>VA</u>	Veterans' Administration
AL1.1.73. <u>WATS</u>	Wide Area Telephone Service
AL1.1.74. <u>ZIP</u>	Zone Improvement Plan (ZIP code)

C1. CHAPTER 1

INTRODUCTION TO DEERS

C1.1. GENERAL

C1.1.1. Introduction

C1.1.1.1. The Defense Enrollment Eligibility Reporting System, DEERS, is a new system that affects everyone entitled to Uniformed Services benefits: the United States Army, Navy) Marine Corps, Air Force, Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration; active duty members and retirees, dependents, and survivors.

C1.1.1.2. The potential for improvement in the management of Uniformed Services resources and benefits, as a result of DEERS, is extensive and far reaching. For the first time, there will be an accurate accounting of all those who are eligible for Uniformed Services benefits, not just sponsors. With this up-to-date database on the Uniformed Services population, managers will be able to improve their planning, programing, budgeting, and allocation for many benefits, in such areas as health care, education, housing, childcare, commissaries, exchanges, and facilities planning and construction, at both the headquarters and local levels.

C1.1.1.3. Since DEERS contains active duty and retiree data, total force planning can be enhanced as the system expands to include interfaces with the databases of the Reserves, National Guard, Selective Service, and the Military Enlistment Processing Command (MEPCOM).

C1.1.1.4. The accomplishment of long-range DEERS goals will offer significant gains in administrative management and personnel services by reducing paperwork and increasing the accuracy of personnel data files. Furthermore, potential exists for extensive application in the planning and preparation for mobilization and contingencies.

C1.1.2. Background

C1.1.2.1. In 1974, Congress expressed concern about the Department of Defense's ability to control and allocate military healthcare resources and to minimize the fraudulent use of these resources. Congress provided study monies and directed the Department of Defense to initiate analyses to investigate the problem.

C1.1.2.2. The Department of Defense operates one of the largest healthcare systems in the world. Care is provided directly, through more than 150 military hospitals and approximately 300 clinics worldwide, and indirectly, through the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), a costsharing health insurance program. The beneficiary population, estimated to be between 9 and 12 million, includes active duty and retired members (both referred to as sponsors) of the Army, Navy, Marine Corps, and Air Force, and their dependents and survivors. In addition, legislative action and reciprocal agreements authorize the provision of healthcare to beneficiaries of the Department of Defense, United States Coast Guard (USCG), the Commissioned Corps of the United States Public Health Service (USPHS), and the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA). This broadened system of reciprocal healthcare delivery is referred to as the Uniformed Services Healthcare System.

C1.1.2.3. The size and diversity of the beneficiary population make accounting for and allocating Uniformed Services medical resources complex and difficult. This situation was complicated by the lack of any system to accurately define the population demographically.

C1.1.2.4. Congress directed the Department of Defense to initiate a program to improve the control and distribution of available military healthcare services, to improve the projection and allocation of costs for existing and future healthcare programs, and to minimize the fraudulent use of military health benefits by unauthorized persons. The Department of Defense recognized that such a program would require the establishment of a database containing the identity and geographic location of all persons entitled to receive military healthcare services. This task was complicated by the fact that maintenance and availability of the requisite data were not standardized throughout the anticipating Uniformed Services.

C1.1.2.5. The following examples illustrate the problems that confronted the Department of Defense. Dependent data for all of the Uniformed Services was not available in a central repository and existed primarily on separate source documents maintained in each service member's personnel file; full sponsor data files were not available to the Department of Defense from the USCG, USPHS, and NOAA; maintenance of the data that was available was not standardized; and there was no mechanism to combine the available sponsor and dependent data. An initial need, therefore, was the collection of this information from all participating Uniformed Services by a system that would permit its use in managing health benefits programs for members of the Uniformed Services and other authorized beneficiaries.

C1.1.2.6. In 1975, the Military Healthcare Study, a Presidentially commissioned effort, was conducted by the Department of Defense; the Department of Health, Education, and Welfare; and the Office of Management and Budget. Several of their recommendations focused on the conclusion that military healthcare planning and resources should be based primarily on the size and demographic characteristics of the population to be served. Implementation of their recommendations required the development of a system to collect and process beneficiary population information. In their supplemental report, the Military Healthcare Study included an analysis on the potential benefits of an enrollment system in satisfying the need for a population database. Paralleling this effort, the General Accounting Office (GAO) and the Defense Audit Service (DAS) recommended that action be taken to ensure that DoD health benefits were provided only to eligible beneficiaries. The GAO agreed that an enrollment/eligibility stem would satisfy the intent of their recommendations.

C1.1.2.7. From 1976 to July 1979, the Department of Defense conducted a series of studies and a demonstration project to establish the feasibility of alternative methodologies to support the enrollment/eligibility concept. Two objectives were identified. The first was to collect and provide, for management use) demographic and sociographic data on the population entitled to receive DoD health benefits; and the second was to substantially reduce the fraud and misuse of those benefits.

C1.1.2.8. To satisfy these objectives, the Office of the Assistant Secretary of Defense (Health Affairs) (OASD(HA)), in coordination with the Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (OASD(MRA&L)), established the DEERS Program in Fiscal Year (FY) 1979. They are now cosponsors of the program.

C1.1.2.9. The DEERS Program Office was established in 1979 to manage the development and operation of DEERS. In September of that year, a contract to assist in the design, development, implementation, and maintenance of DEERS was awarded to Electronic Data Systems. Data collection for the initial phase of this system began in November 1979 in Uniformed Services facilities located in southeastern Virginia and northeastern North Carolina. Systems operations began in these facilities in February 1980. Since that time, the original objectives and scope of DEERS have been broadened to include the maintenance of eligibility status for other Uniformed Services benefits and the ability to interface with other DoD systems and programs.

C1.1.3. Environment

C1.1.3.1. Management. The Assistant Secretary of Defense (Health Affairs) (ASD(HA)) and the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)) establish policy for the DEERS Program. The authority for executing DEERS policy resides with the DEERS Program Manager in the DEERS Program Office. To assist the DEERS Program Office, the sponsors established a DEERS Steering Group to provide policy guidance and a DEERS Work Group to provide liaison with the Uniformed Services and DoD Components in the implementation and operation of DEERS. The contractor participates in an advisory capacity. Support also is provided by Work Group Committees of representatives from the DoD Components and the Uniformed Services in functional areas like personnel, medical, information dissemination, and automated data processing (ADP) and communications.

C1.1.3.2. DEERS Systems. Implementation of DEERS required the development of the following component systems. These systems function as described below:

C1.1.3.2.1. The DD1172 Interface System provides source document control and converts beneficiary source data, transmitted on verified DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card), to machine-readable media for input to the Enrollment System.

C1.1.3.2.2. The Enrollment System combines data from the DD1172 Interface System with sponsor records received on machine readable media from the Uniformed Services into an integrated database. This system produces individual identification records for the Eligibility System and generates management and demographic reports.

C1.1.3.2.3. The Eligibility System provides beneficiary eligibility status to authorized users. This system includes the communications network and database necessary to support users. It also produces management reports.

C1.1.3.3. Interface Systems. DEERS is developing interfaces with other systems which will enable utilization of the DEERS databases.

C1.1.3.3.1. DEERS and CHAMPUS

C1.1.3.3.1.1. CHAMPUS helps defray expenses for civilian healthcare rendered to authorized dependents of active duty Uniformed Services personnel, to retired Uniformed Services personnel and their authorized dependents, and

to authorized dependents of deceased active duty and deceased retired personnel. CHAMPUS uses fiscal intermediaries (FIs) located around the country to process claims submitted by either the beneficiary or the provider of health services.

C1.1.3.3.1.2. In order to ensure that funds are expended only for services to eligible participants, DEERS eligibility confirmation is included in the CHAMPUS claims-processing operation. FIs access the DEERS database for two applications: CHAMPUS claims development and CHAMPUS eligibility confirmation. These applications are discussed in sections C2. and C3. of Chapter 5.

C1.1.3.3.2. DEERS and TRIMIS

C1.1.3.3.2.1. In 1975, the Department of Defense initiated the Tri-Service Medical Information System (TRIMIS) Program. TRIMIS is a long-term program to aid medical personnel in the management of healthcare facilities. The TRIMIS Program will eventually integrate several medical information systems across all services. TRIMIS systems are initially scheduled for use at the larger military hospitals.

C1.1.3.3.2.2. DEERS and TRIMIS will provide unique benefits to the military medical community. The TRIMIS systems, currently in place or under development, include a pharmacy system, medical records system, laboratory system, and a patient administration system. Most TRIMIS systems have a requirement for demographic information. The majority of this information will be gathered by DEERS through its enrollment process, thereby minimizing the burden upon personnel for redundant data collection efforts.

C1.1.3.3.3. DEERS and the Uniformed Services Identification (ID) Card

C1.1.3.3.3.1. The Uniformed Services ID card is intended to provide positive identification of the cardholder to establish eligibility for certain benefits and privileges administered by the Uniformed Services. These entitlements include healthcare, the use of commissaries and exchanges, and welfare and recreation activities. The current ID system has received close scrutiny from the GAO and the DAS. These agencies have identified gross abuses in the present system and estimate that the fraudulent use of this card results in millions of misspent dollars annually. An inordinate number of these ID cards are either lost or stolen each year. Furthermore, the current card is easily altered and counterfeited.

C1.1.3.3.3.2. Congress has recommended strongly that improved control and accountability measures be implemented for validating benefit

entitlements. These recommendations have included the strengthening of controls over the issue and recovery of ID cards and the linking of the ID card to DEERS for validation of entitlements.

C1.1.3.3.3. A new ID card system concept) the Real-Time Automated Personnel Identification System (RAPIDS), is under development. The RAPIDS-DEERS Interface is shown in Figure C1.F1. It depicts a means for producing and issuing a computerized ID card at Uniformed Service installations. The on-line interface of the ID card process and DEERS will provide an effective means for reducing errors and the administrative burden. When tied to the computer, the production of the card ceases to be a time-consuming, error-prone process. Second, the ability to confirm entitlements through DEERS eligibility checks of the cardholder will assist in the attainment of Improved management and control of the card itself. The on-line, two-way flow of data, as shown, will not only simplify ID card production, but also will ensure consistency of information on the ID card and in the databases of DEERS. This is considered vital since the ultimate success of this program will be measured by the impact on those entitled to benefits administered by the Uniformed Services.

C1.1.3.3.4. RAPIDS will also have an off-line capability to produce cards and retain appropriate data. This data will be used for later entry into DEERS in case of primary system saturation or failure. This will preclude interruption of ID card processing. It is envisioned that this requirement can be fulfilled by incorporating a disc or tape-recording device with the ID card production equipment. In this manner, cards can be produced, and mirror-image ID card data can be recorded while equipment is operated in an off-line mode. Subsequently, the acquired data can be transmitted for batch entry into DEERS.

C1.1.3.4. Facilities. Facilities for supporting the DEERS component systems and interfaces are described below:

C1.1.3.4.1. The DD1172 Interface System data conversion and source document control functions are performed by the contractor at the DEERS Enrollment Processing Center in Santa Barbara, California.

C1.1.3.4.2. The Enrollment System is managed by the Defense Manpower Data Center (DMDC), under the policy direction of the OASD(MRA&L). The Enrollment System Division of DMDC, located in Monterey, California, uses DoD computer resources housed at the Naval Postgraduate School, also in Monterey. A direct access storage capacity in excess of 3 billion bytes is required to support the Enrollment Database and to satisfy the Enrollment System overhead requirements.

C1.1.3.4.3. The Eligibility System is supported by two facilities. The East Coast Eligibility Center is located in Alexandria, Virginia, and uses one government-furnished Hewlett-Packard 3000 series 44 minicomputer and a series III minicomputer with 2 billion bytes of on-line storage. The West Coast Eligibility Center, which duplicates the hardware resources installed in Alexandria, Virginia, is located in Monterey, California. This center services Eligibility System needs originating west of the Mississippi River, while the East Coast Facility supports the eastern regions of the United States. The two Eligibility Centers, each with a full Eligibility Database, are linked together to provide backup support for DEERS queries in the event one of the computers is not operating. The Eligibility System includes the telecommunications and voice network required to support all authorized users with on-line access to the DEERS Eligibility Centers. Defense Communications Agency (DCA) procedures and resources have been used when possible in designing and implementing the DEERS communications network.

C1.1.3.4.4. The DEERS Support Office (DSO), located in Monterey, California, reports to the DEERS Program Office and has contractual support. The DSO performs the functions of ensuring data integrity, conducting research, monitoring field maintenance) and providing customer relations. This office has access to the files created by all three component systems of DEERS.

C1.2. PROJECT OVERVIEW

C1.2.1. To ensure efficient and manageable implementation, and to ease the burden of the sponsors and dependents involved in initial enrollment, the continental United States (CONUS) was divided into 12 phases. (See Chapter 2.) The first phase was a test area in southeastern Virginia and northeastern North Carolina. Through this test, concepts of DEERS were refined and validated for implementation throughout CONUS. These concepts were further refined in North Carolina and the central West Coast during the summer and fall of 1980. Worldwide system implementation should be completed by FY 1984. Maintenance of the system is required on a continuing basis.

C1.2.2. Each implementation phase consists of two parts. The first is the enrollment of beneficiaries. The second is confirming the eligibility of beneficiaries for healthcare. Members of the Uniformed Services are enrolled automatically. A sponsor with dependents must enroll all eligible dependents (including those under 10 years of age). Dependents are enrolled using procedures consistent with the completion of a DD Form 1172.

C1.2.3. Retired service members who are entitled to retirement pay are automatically enrolled. However, they must enroll their eligible dependents. Survivors (a dependent spouse whose sponsor is deceased) must enroll themselves and their dependents. An enrollment packet is mailed to all known retirees and survivors receiving annuities in each phase as DEERS is implemented. Local installations shall be prepared to assist retirees and survivors in enrolling. An information dissemination effort shall inform all beneficiaries of the program and how individuals may enroll. (See Chapter 6.)

C1.2.4. To reduce the administrative burden at Uniformed Service installations, contractor-furnished clerical employees (augmentees) are often provided by the DEERS Program Office during initial enrollment and eligibility checking to help enroll dependents and train base personnel. (See Chapter 4.) It is the responsibility of each command to use the temporary help effectively. Failure to do so may place an undue administrative burden upon the command.

C1.2.5. After verification by a personnel officer, a copy of the DD Form 1172 is sent to the DEERS Enrollment Processing Center for data entry. The DEERS Enrollment Processing Center records the dependent data and transfers it from the DD Form 1172 to machine readable media for entry onto the Enrollment Database. This information identifying eligible beneficiaries is matched with the sponsor data, and the Enrollment Database is updated. (The Eligibility Database, housed at both the East Coast and West Coast Eligibility Centers, then is updated with the data elements required to conduct an eligibility check.)

C1.2.6. In order to minimize the redundancy of data collection efforts and storage requirements, as well as to maintain the integrity of the database, personnel offices shall meticulously review and verify DD Forms 1172 and assist in their preparation as required.

C1.2.7. Personnel offices at bases within the areas of implementation shall, on a continuing basis, prepare and verify DD Forms 1172 for all those who use the DD Form 1172 as an application for identification cards. Even though cards may not be issued in the enrollment process, verifying officers shall exercise the same degree of thoroughness for DEERS enrollment and maintenance as they would for card issuance, since both procedures establish entitlement to benefits. The eligibility for these benefits shall be based upon the information entered into DEERS from the DD Form 1172, matched with the automated system sponsor data from the Uniformed Services' personnel or finance systems. Experience has shown that enrollment of dependents is most successful when the commanding officer actively supports achieving 100 percent enrollment.

C1.2.8. The second part of each phase, eligibility checking, has several functions. It provides for the confirmation of beneficiary eligibility for medical care. It provides a means to increase the reliability of the database, and it also helps to identify those beneficiaries who have not enrolled.

C1.2.9. Medical treatment facilities (MTFs) and dental treatment facilities (DTFs) shall check eligibility using either a cathode ray tube (CRT) terminal or telephone, depending upon traffic volume. Chapter 5 describes eligibility checking procedures at the MTFs and DTFs and by CHAMPUS. CHAMPUS eligibility checking shall be done through "on-line real-time" and "batch" computer-to-computer access. Chapter 7 documents the procedures required for the installation of telephones and CRT terminals.

C1.2.10. Eligibility Centers on the East and West Coasts shall provide timely confirmation of beneficiary entitlement to MTFs and DTFs, CHAMPUS FIs, personnel offices, and other authorized users.

C1.3. POTENTIAL APPLICATIONS

C1.3.1. The establishment of the DEERS database and communications network will provide planners and policymakers within the Uniformed Services organizations with a readily accessible source of information with which to determine requirements, budget) authorize, and allocate the resources necessary to deliver and monitor the benefits authorized to eligible beneficiaries.

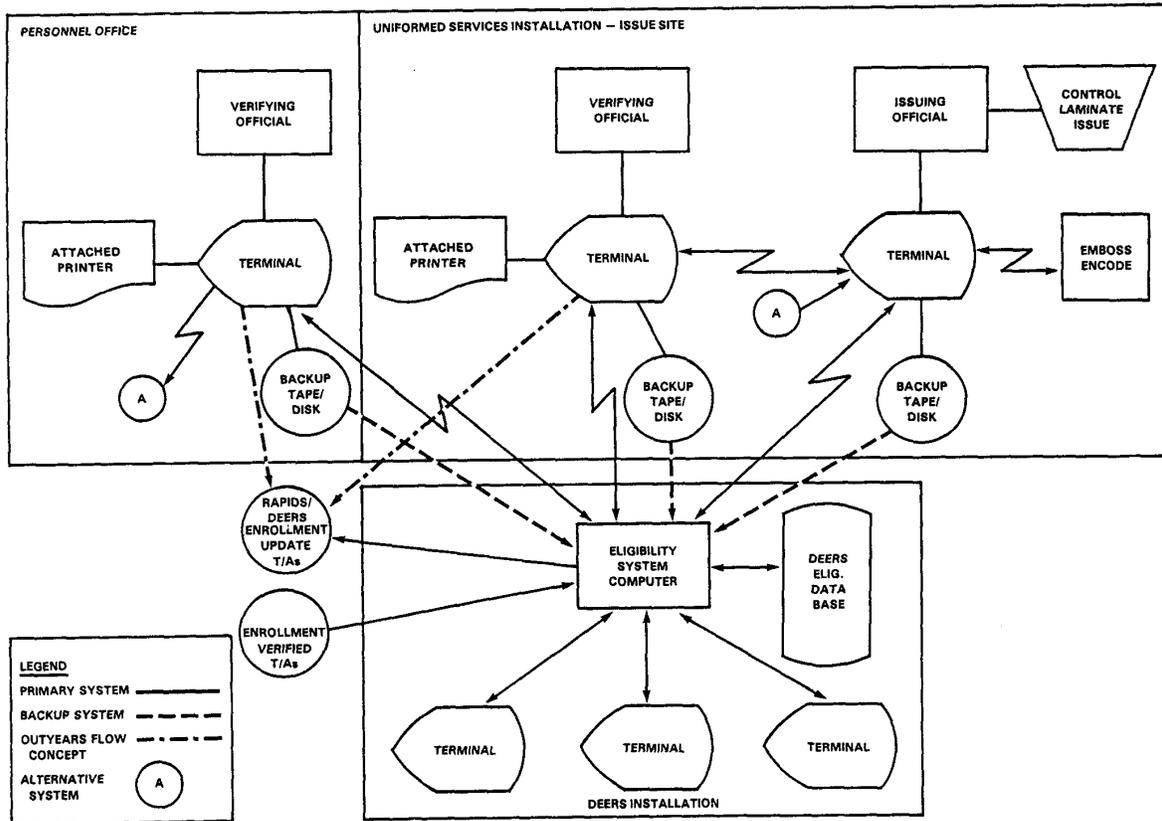
C1.3.2. DEERS will reduce the need for population demographic surveys. DEERS data can be integrated into population-based planning and simulation models for resource management systems, like those requiring population data for sizing programs and facilities, such as hospitals, base housing, schools, commissaries, and exchanges. The data will be available to base-level and headquarters managers.

C1.3.3. The potential exists for greatly facilitating the personnel management aspects of mobilization and contingencies. DEERS could expedite, from a personnel management position and at a critical time, the mobilization of Guard and reserve units, ensuring their addition to the roles of the Eligibility Database. During mobilization and contingencies, the Armed Services Medical Regulating Office can use DEERS as a means to transmit information on patients transferring between aeromedical staging facilities and hospitals. At the same time, the system can be interfaced with the Uniformed Services' personnel systems for update and maintenance and to provide assistance in the evacuation and relocation of dependents.

C1.3.4. There also is potential for making great improvements in personnel administration. Through the enrollment process, DEERS already has improved the accuracy of personnel files and master tapes. Downstream, as the transmission of data is automated and as DEERS interfaces with the proposed new identification card system, significant time and money will be saved in personnel administration, data reduction, and maintenance.

C1.3.5. DEERS's extensive databases, communications network, and on-line access have universal application in these and many other areas requiring interface for planning, programing, resource allocation, and eligibility verification.

Figure C1.F1. RAPIDS - DEERS Interface



C2. CHAPTER 2

IMPLEMENTATION

C2.1. GENERAL

DEERS is scheduled to be implemented across CONUS by October 1982. This undertaking involves more than 9 million beneficiaries, all Uniformed Service personnel, medical, dental, finance, information, communications, and data processing functions, and CHAMPUS and its FIs. This chapter summarizes program results and outlines the plan for continued development and utilization of DEERS.

C2.2. OBJECTIVES

C2.2.1. DEERS has two objectives. The first is to collect and provide, for management use, demographic and sociographic data on the population entitled to receive DoD benefits; and the second is to substantially reduce fraud and misuse of these benefits. The initial application of DEERS is improved management of healthcare benefits. Expansion to other benefit areas is underway.

C2.3. IMPLEMENTATION ACTIONS

C2.3.1. DEERS will be implemented in CONUS through a geographically phased process. The planned implementation schedule is shown in Figure C2.F1. Worldwide implementation should be completed by October 1984.

C2.3.2. For each of the enrollment phases, a Lead Service has been designated by the DEERS Program Office. The Lead Service is that Uniformed Service having the greatest representation in the area. The responsibilities of the Lead Service are assigned by the DEERS Program Office and include Service coordination of all functional areas. Figure C2.F2. lists Lead Service responsibilities for CONUS.

C2.3.3. Prior to implementation of each enrollment phase, a DEERS Implementation Training Workshop shall be held at a strategic location in the area of consideration. Key Uniformed Service installation personnel for the specific phase, contractor personnel, DEERS Project Officers from the Washington, DC, area, and selected personnel from previously implemented phases shall be present at these conferences. A general introduction to DEERS shall be provided. Functional committee meetings (personnel, medical, information, and communications/ADP) shall

be held, during which specific implementation guidelines will be presented. Local, base-level Uniformed Service project and liaison officers for each functional area shall attend the training workshop for their phase. Funds for attending DEERS training workshops are the responsibility of each officer's Uniformed Service.

C2.3.4. The first step in each phase of implementation is informing the beneficiaries in that area about the program and how to enroll in DEERS. Chapter 6 describes this effort in detail. To ensure successful enrollment, information efforts must be timely and comprehensive throughout the affected geographic area. The information plan is implemented approximately 6 weeks before enrollment starts in each area. Information dissemination continues with scheduled releases of articles and saturation with information materials (such as posters and brochures) until about 45 days after the intensified enrollment period. Periodic updates shall be provided thereafter to ensure continued DEERS maintenance.

C2.3.5. Simultaneously, with the initiation of information dissemination actions, the required systems communications network also must be determined. Because of the lead time required, establishment of the communications network must begin early to give the many vendors adequate time to implement the necessary communications lines. The location of each CRT and each telephone must be determined for each facility before equipment can be ordered from communications vendors. An early start will ensure that the communications network can be installed in time for eligibility checking.

C2.3.6. The next step is the enrollment of beneficiaries. For the system to be successful, all beneficiaries must be enrolled. Chapter 3 describes the steps for enrollment in detail. Beneficiaries basically fall into three categories: sponsors, dependents, and survivors.

C2.3.7. Active duty and retired sponsors are automatically enrolled based upon information in the automated personnel and finance systems, respectively. These categories of sponsors must enroll their dependents by completing a DD Form 1172 and having it verified by a Uniformed Service verifying officer. Survivors, Medal of Honor winners, 100 percent disabled veterans, foreign military sponsors, eligible civilians, former members, and others eligible for benefits shall enroll themselves and their dependents by filling out a DD Form 1172. After these forms have been verified, the Uniformed Service verifying officer shall mail them to the DEERS Enrollment Processing Center.

C2.3.8. The DEERS Enrollment Processing Center in Santa Barbara, California, has been established to record the data for dependents from the DD Form 1172. The

Processing Center transfers these data to magnetic tape for entry into the Enrollment Database at the Defense Manpower Data Center (DMDC).

C2.3.9. The Enrollment Database is created by matching the existing automated files of sponsor and survivor data with the dependent data from the DD Forms 1172.

C2.3.10. Data elements from the Enrollment Database are used at the two Eligibility Centers: one in Alexandria, Virginia, and the other in Monterey, California. These two centers provide beneficiary eligibility confirmation by voice phone and CRTs located in the direct care facilities, and through communication interfaces that provide patient eligibility confirmation to CHAMPUS FIs and TRIMIS interface sites. The eligibility checking shall begin in the direct-care facilities in the DEERS areas approximately 3 months after enrollment begins.

C2.4. CONUS SCHEDULE

C2.4.1. The CONUS implementation schedule has 12 phases. Each phase covers an approximate 4-month period. The first month provides lead time to get the field representatives (provided by the contractor) in the area and the augmentees onboard. This is followed by a 3-month period of intensified enrollment. See Figure C2.F3. for a map of the areas covered. Figures C2.F4. and C2.F5. further describe each phase.

C2.4.2. Phase I, not shown on Figure C2.F1., was the implementation of DEERS in southeastern Virginia and northeastern North Carolina. The purpose of the Phase I implementation was to develop the expertise to ensure that the CONUS implementation would proceed smoothly. In Phase I, expertise was developed in many areas, including enrollment procedures, MTF and DTF procedures, information dissemination, knowledge of data processing, and telecommunications procedures and capabilities.

C2.4.3. Phases II through XII represent the remainder of the CONUS implementation of DEERS.

C2.4.4. The boundaries of each phase were determined by such factors as population concentration of DoD healthcare beneficiaries and facilities, individual Service communication constraints, personnel resource availability, and operational parameters.

Figure C2.F1. CONUS Implementation Schedule

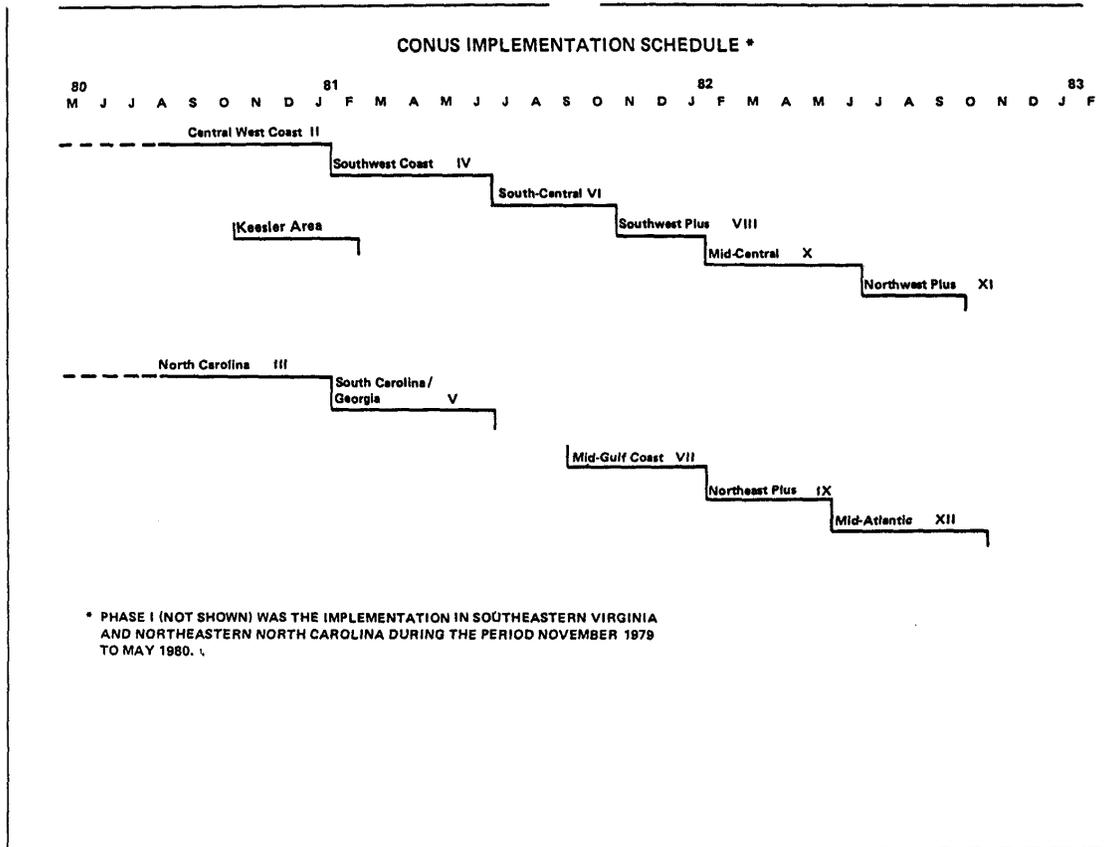


Figure C2.F2. Lead Service Responsibilities

LEAD SERVICE RESPONSIBILITIES	
The following Lead Service responsibilities have been assigned by the DEERS Program Office.	
<u>PHASE</u>	<u>LEAD SERVICE</u>
I	Navy
II	Air Force
III	Army/Marine Corps
Keesler (DEERS/TRIMIS Project)	Air Force
IV	Navy
V	Army
VI	Air Force
VII	Navy
VIII	Army
IX	Navy/Air Force
X	Air Force
XI	Air Force
XII.	OSD

Figure C2.F3. DEERS Implementation Schedule

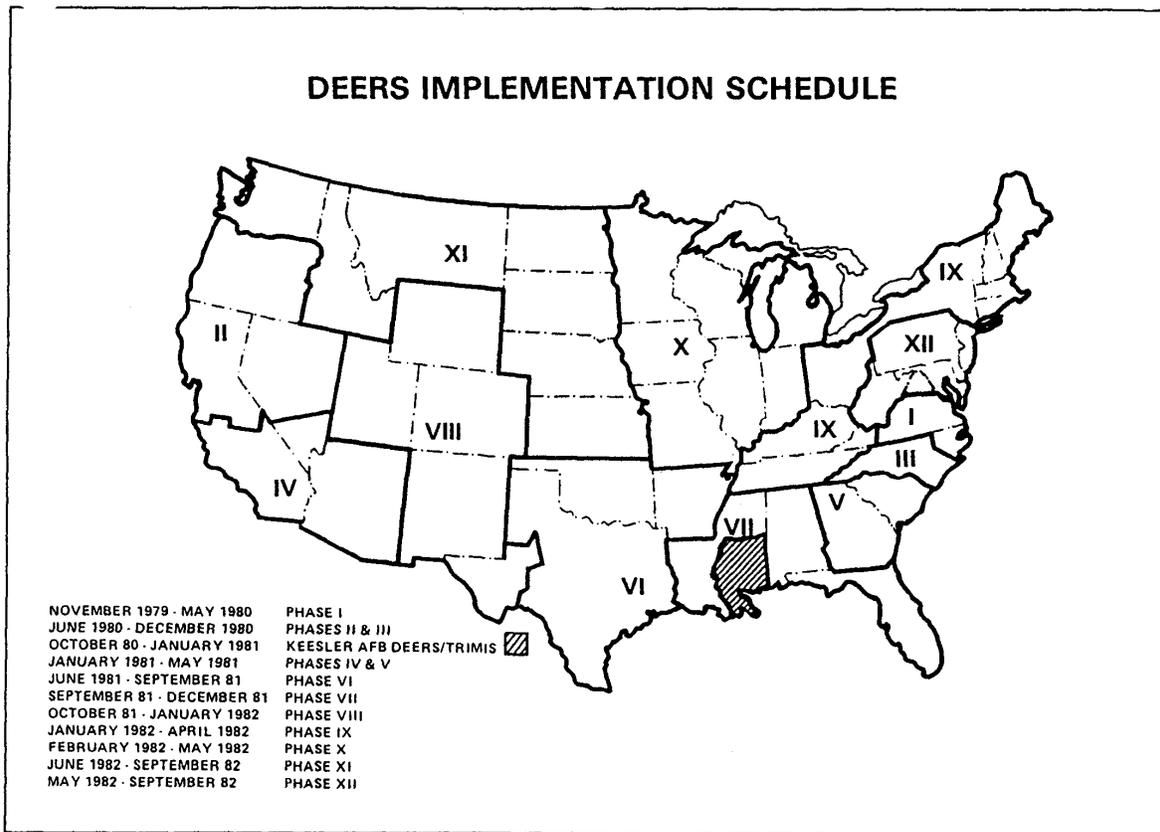


Figure C2.F4. Description of Geographic Areas for CONUS Implementation Phases

The following is a description of the projected geographic areas for CONUS implementation of DEERS.

Phase I

Tidewater area encompassed the better part of Virginia, except the extreme southwestern part (zip codes 242, 243, and 246) and the northern Virginia counties near Washington, D.C. (zip codes 220 through 223, and 226). It also covered the northeastern portion of North Carolina (zip codes 275 through 279), except for the United States Army.

Phase II

Central West Coast covers northern California with the following zip codes: 932, 933, 936, 937, 939, 940, 941, and 943 through 961. It also includes the entire state of Oregon and all of Nevada except the following zip codes: 890 and 891.

Phase III

North Carolina covers the whole state except zip codes 275 through 279. NOTE: United States Army shall include zip codes 275 through 279 in Phase III. United States Air Force shall renew enrollment efforts in zip codes 275 through 279 in Phase III.

October 1980 through January 1981 DEERS and TRIMIS Coordinated Enrollment and Eligibility Checking Project

Keesler Air Force Base (expanded area to include Mississippi zip codes 390 through 396, and Louisiana zip codes 700, 701, 703, 704, 707, and 708).

Phase IV

Southwest Coast covers southern California with the following zip codes: 900 through 931, 934, and 935. It also includes Arizona and southern Nevada, with the zip codes 890 and 891.

Phase V

South Carolina and Georgia covers all of both states.

Figure C2.F4. Description of Geographic Areas for CONUS Implementation Phases, continued

Phase VI

South-Central covers Oklahoma, Arkansas, and all of Texas except that part of western Texas identified by the following zip codes: 797, 798, and 799.

Phase VII

Mid-Gulf Coast covers all of the states of Florida, Louisiana, Mississippi, and Alabama (less those areas covered by the October 1, 1980 through January 1981 DEERS and TRIMIS Coordinated Enrollment and Eligibility Project).

Phase VIII

Southwest Plus covers the states of Wyoming, Utah, Colorado, and New Mexico. It also covers the following Texas zip codes: 797, 798, and 799.

Phase IX

Northeast Plus covers all of the states of Ohio, Kentucky, Tennessee, Virginia zip codes 242, 243, and 246, Vermont, New Hampshire, Massachusetts, Maine, Connecticut, Rhode Island, and all of New York, except the following zip codes: 100 through 109.

Phase X

Mid-Central covers the states of Minnesota, Wisconsin, Iowa, Missouri, Illinois, Michigan, and Indiana.

Phase XI

Northwest Plus covers the states of Washington, Idaho, Montana, North and South Dakota, Nebraska, and Kansas.

Phase XII

Mid-Atlantic covers the states of Pennsylvania, Maryland, Delaware, New Jersey, Washington, D.C., West Virginia, and Virginia zip codes 220, 221, 222, 223, and 226. Also includes New York zip codes 100 through 109.

Figure C2.F5. Three-Digit Zip Codes List for CONUS Implementation Phases

TIDEWATER VIRGINIA - PHASE I

224 225 227 228 229 230 231 232 233 234 235 236 237 238 239 240
 241 244 245 278 279

CENTRAL WEST COAST - PHASE II

893 894 895 897 898 932 933 936 937 939 940 941 943 944 945 946
 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 970
 971 972 973 974 975 976 977 978 979

NORTH CAROLINA - PHASE III

270 271 272 273 274 275 276 277 280 281 282 283 284 285 286 287
 288 289

KEESLER AFB AREA

390 391 392 393 394 395 396 700 701 703 704 707 708

SOUTHWEST COAST - PHASE IV

850 852 853 855 856 857 859 860 863 864 865 890 891 900 902 903
 904 905 906 907 908 910 911 912 913 914 915 916 917 918 920 921
 922 923 924 925 926 927 928 930 931 934 935

SOUTH CAROLINA/GEORGIA - PHASE V

290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305
 306 307 308 309 310 312 313 314 315 316 317 318 319

SOUTH-CENTRAL - PHASE VI

716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731
 734 735 736 737 738 739 740 741 743 744 745 746 747 748 749 750
 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766
 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782
 783 784 785 786 787 788 789 790 791 792 793 794 795 796

Figure C2.F5. Three-Digit Zip Codes List for CONUS Implementation Phases, continued

MID-GULF COAST - PHASE VII

320	322	323	324	325	326	327	328	329	330	331	333	334	335	336	337
338	339	350	351	352	354	355	356	357	358	359	360	361	362	363	364
365	366	367	368	369	386	387	388	389	397	705	706	710	711	712	713
714															

SOUTHWEST PLUS - PHASE VIII

797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812
813	814	815	816	820	821	822	823	824	825	826	827	828	829	830	831
840	841	843	844	845	846	847	870	871	873	874	875	877	878	879	880
881	882	883	884												

NORTHEAST PLUS - PHASE IX

010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025
026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041
042	043	044	045	046	047	048	049	050	051	052	053	054	056	057	058
059	060	061	062	063	064	065	066	067	068	069	110	111	112	113	114
115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146
147	148	149	242	243	246	370	371	372	373	374	376	377	378	379	380
381	382	383	384	385	400	401	402	403	404	405	406	407	408	409	410
411	412	413	414	415	416	417	418	420	421	422	423	424	425	426	427
430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445
446	447	448	449	450	451	452	453	454	455	456	457	458			

MID-CENTRAL - PHASE X

460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475
476	477	478	479	480	481	482	484	485	486	487	488	489	490	491	492
493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508
510	511	512	513	514	515	516	520	521	522	523	524	525	526	527	528
530	531	532	534	535	537	538	539	540	541	542	543	544	545	546	547
548	549	550	551	553	554	556	557	558	559	560	561	562	563	564	565
566	567	600	601	602	603	604	605	606	609	610	611	612	613	614	615
616	617	618	619	620	622	623	624	625	626	627	628	629	630	631	633
634	635	636	637	638	639	640	641	644	645	646	647	648	650	651	652
653	654	655	656	657	658										

NORTHWEST PLUS - PHASE XI

570	571	572	573	574	575	576	577	580	581	582	583	584	585	586	587
588	590	591	592	593	594	595	596	597	598	599	660	661	662	664	665
666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681
683	684	685	686	687	688	689	690	691	692	693	832	833	834	835	836
837	838	980	981	982	983	984	985	986	988	989	990	991	992	993	994

Figure C2.F5. Three-Digit Zip Codes List for CONUS Implementation Phases, continued

MID-ATLANTIC - PHASE XII

070	071	072	073	074	075	076	077	078	079	080	081	082	083	084	085
086	087	088	089	100	101	103	104	105	106	107	108	109	150	151	152
153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184
185	186	187	188	189	190	191	193	194	195	196	197	198	199	200	201
202	203	204	205	206	207	208	209	210	211	212	214	215	216	217	218
219	220	221	222	223	226	247	248	249	250	251	252	253	254	255	256
257	258	259	260	261	262	263	264	265	266	267	268				

C3. CHAPTER 3

ENROLLMENT PROCEDURES

C3.1. GENERAL

C3.1.1. Enrollment in DEERS is mandatory for all beneficiaries. As shown in Figure C3.F1., all active duty personnel and retirees entitled to retirement pay are enrolled automatically by their parent Uniformed Service. However, Figure C3.F2. shows that all dependents (including children under 10) must be enrolled by their active duty or retired sponsor. In addition, selected sponsors (those who are issued a DD Form 1173, "Uniformed Services Identification and Privilege Card," must enroll themselves and their dependents. Figure C3.F2. also identifies how these beneficiaries become enrolled. An estimated 60 percent of all active duty enlisted and 80 percent of all active duty officer and retired personnel have dependents who must be enrolled. The majority of persons needing to be enrolled will be dependents of active duty sponsors. Enrollment for these persons is discussed in section C3.2. of this chapter. Procedures for enrolling retired personnel and survivors are in section C3.3.

C3.1.2. The initial or intensified enrollment period lasts a short period of time, usually 3 months or less. During this time, clerical support personnel (augmentees) are provided through the contractor to assist in enrollment. Detailed information concerning augmentees is in Chapter 4. The number of augmentees allotted to each installation is determined by an analysis of the number of beneficiaries to be enrolled. After the intensified enrollment period, personnel shall be enrolled under routine maintenance procedures on a continuing basis.

C3.1.3. A field representative (provided by the contractor) is available to help coordinate the enrollment effort. It is important for Uniformed Service personnel to coordinate enrollment plans with the field representative. Failure to do so may result in a heavy burden for the local personnel after the augmentees have left. At least 1 month before enrollment begins a field representative shall organize an initial meeting with the local base-level DEERS project officer and functional representatives from the personnel office, MTF and DTFs, communications office, functional information/public affairs office, supply office, data processing support, and pass-ID office in order to review procedures. Additional regular meetings of these representatives shall be held by the local DEERS project officer throughout the intensified enrollment period. When intensified enrollment is complete and facilities are in a maintenance mode, a field representative shall continue to make periodic visits to assist local personnel.

Occasional meetings of the base-level project officer and the functional representatives still shall be held to ensure that maintenance procedures are being followed.

C3.1.4. In addition to coordinating procedures for intensified enrollment and long-term maintenance, local base responsibilities for intensified enrollment include:

C3.1.4.1. Establishing DEERS enrollment offices at enrollment sites.

C3.1.4.2. Equipping DEERS enrollment offices with proper equipment, such as electric typewriters, typing desks, photocopy machines, and franked envelopes.

C3.1.4.3. Establishing proper communication lines at all DEERS enrollment offices; phone lines should include several base lines and at least one AUTOVON line.

C3.1.4.4. Obtaining a computer listing by unit of all active duty personnel with dependents that can be used to identify areas of concentration and to prepare lists to schedule each individual for enrollment.

C3.1.4.5. Developing and initiating base maintenance procedures to ensure DEERS updates.

C3.1.5. In addition to the phone lines provided by the local base, the DEERS Program Office shall provide a local commercial phone line.

C3.2. ACTIVE DUTY DEPENDENT ENROLLMENT

No one method of enrollment of active duty dependents works for all Uniformed Service installations. For example, a facility with a centrally located personnel office is best suited for a single enrollment site. At installations that are geographically spread out, group enrollment at various units usually works best. At these bases, augmentees may travel to the individual units and assist the sponsors as a group. Other procedures that have worked well include scheduling individual appointments for sponsors. These schedules can be generated directly from the computer printout of those sponsors needing to enroll dependents. Another effective procedure is to appoint a DEERS project officer for each unit. It is important that dependents of new arrivals to the installation be enrolled. Procedures shall be established locally to ensure that an enrollment check is made as part of in-processing for new arrivals. This procedure shall be continued as part of the maintenance process.

C3.3. RETIREE DEPENDENT AND SURVIVOR ENROLLMENT

C3.3.1. General

C3.3.1.1. During intensified enrollment periods, the DEERS Support Office (DSO), in coordination with the Army, the Navy, the Marine Corps, the Air Force, and the Coast Guard, shall mail enrollment packets to Army, Navy, Marine Corps, Air Force, and Coast Guard retirees entitled to retirement pay and to survivors (except for Navy) who are receiving annuities. These packets contain a Service-specific letter, a general description of DEERS, two DD Forms 1172, instructions for filling out the DD Form 1172 and enrolling dependents, and a self-addressed return envelope. Packets shall be sent to retirees and survivors during the intensified enrollment effort in their geographic area. See section C3.5. for examples of packets and for details on how the Navy contacts survivors. The USPHS and NOAA are responsible for their own mailings.

C3.3.1.2. Mailing labels for these packets shall be printed by DMDC from appropriate Service records. The Department of Defense shall provide the DD Forms 1172, the general description of DEERS, and the instructions for filling out the DD Form 1172. The Uniformed Services shall provide camera-ready copies of their letters and return envelopes; the Department of Defense shall print the letters and envelopes. The DSO shall assemble and mail the packets.

C3.3.1.3. Retirees and survivors from the Army and the Air Force can enroll dependents either by mail or in person by visiting their nearest parent Service installation. Retirees and survivors of the Navy, the Marine Corps, and the Coast Guard may visit Service installations for help in completing their forms, but these forms must be mailed to designated locations for each Service.

C3.3.2. Beneficiary Referrals

C3.3.2.1. Local enrollment offices may receive telephone calls or visits from individuals seeking information about DEERS. Many individuals have not received enrollment packets, but think they may be entitled to benefits (for example, widows not receiving annuities). Local offices shall provide as much information as possible about DEERS.

C3.3.2.2. DD Form 2269, the "DEERS Beneficiary Referral Form" (Figure C3.F3.) has been developed to facilitate responding to requests from individuals whose sponsors are from Uniformed Services other than the ones receiving the inquiry. The form may either be given to the contractor's field or maintenance representative or mailed to the address below:

DEERS Support Office
2100 Garden Road, Suite B-2
Monterey, CA 93940

The DD Form 2269 shall be forwarded by the contractor representative or DSO to the appropriate Uniformed Service for action. Local reproduction of the DD Form 2269 is recommended.

C3.4. ENROLLMENT PROCEDURES

C3.4.1. Base-Level Enrollment Procedures

C3.4.1.1. General. These special instructions shall be followed by the Uniformed Services when completing the DD Form 1172 (see Figure C3.F4.) for DEERS enrollment.

C3.4.1.1.1. Verifying procedures are those currently exercised by each parent Uniformed Service regarding ID card issuance; that is, if a DD Form 1173 is to be issued, refer to parent-Service guidelines:

ARMY	- AR 640-3, Effective June 15, 1980
NAVY	- NAVMILPERSCOMINSTRUCTION 1750.1
MARINE CORPS	- MCO P1750.6E
AIR FORCE	- AF REGULATION 30-20
COAST GUARD	- Personnel Manual (CG-207), section 18C
PUBLIC HEALTH SERVICE	- Adheres to Navy regulations; contact Commissioned Personnel Division, USPHS
NOAA	- All data prepared by NOAA headquarters

C3.4.1.1.2. Complete all blocks of the DD Form 1172 as instructed. Do not leave any block blank unless the specific instructions require it. If a block does not apply, write "N/A". Otherwise, the form may be returned for completion, which will further delay enrollment.

C3.4.1.1.3. Active duty sponsors without dependents need not fill out a DD Form 1172. In the case of a joint marriage (two Service members who have dependents), the sponsor upon whom the eligibility was or will be based for issue of DD Form 1173 should fill out the DD Form 1172 as sponsor. The active duty spouse of that sponsor should not be listed on the DD Form 1172 as a dependent.

C3.4.1.1.4. Sponsors must list all dependents, including those under age 10 in Section II of the DD Form 1172. If additional space is required, attach Form 1172 or a supplemental page on plain paper. All supplemental indicate sponsor's:

C3.4.1.1.4.1. Full name.

C3.4.1.1.4.2. SSN or Service number.

C3.4.1.1.4.3. Branch of Service.

C3.4.1.1.4.4. Status.

C3.4.1.1.5. Before attaching the additional page, the sponsor (or applicant if regulations permit) must sign the DD Form 1172. All additional pages must be verified.

C3.4.1.1.6. After verification, a copy of the completed and verified form shall be mailed to:

DEERS Enrollment Processing Center
Post Office Box 1328
Santa Barbara, CA 93101

C3.4.1.1.7. If DD Form 1172 is received at the DEERS Enrollment Processing Center with essential information missing or illegible or the form is unverified, it will be returned for correction or completion to the submitting officer. Currently, none of the dependents are enrolled until the form is corrected and returned in a new batch. The essential information follows:

Sponsor name	Relationship to sponsor
SSN or Service number	Date of birth
ZIP code	Privileges authorized
Sponsor status	MC effective date
Signature of sponsor	Verifying officer's signature,
Dependent name	title, and address

C3.4.1.2. Completing the DD Form 1172

C3.4.1.2.1. Section I - Uniformed Service Sponsor. This section refers to the Uniformed Service sponsor, active duty or retired. (Survivors are sponsored by the deceased Service member throughout the period of eligibility.) Because a

dependent's eligibility is based on this information, this section must be complete and accurate. Check to make certain all information is in the correct block and is legible. If this information is missing or illegible, the form shall be returned. Block numbers below refer to the 1979 version of the DD Form 1172.

Block NAME - Type, or print in ballpoint pen, the complete name of the sponsor as follows:
1.

Last Name, First Name, Middle Initial. Do not use nicknames.

Example: Jones, Robert W.

Block SOCIAL SECURITY NUMBER - Write the nine-digit social security number (SSN) of the sponsor. If the sponsor never had an SSN and his or her records are filed by Service number, enter the Service number.
2.

Examples: SSN 99-99-9999 or SVC No. 1234567

NOTE: This block requires absolute accuracy. If the wrong number is entered, the application returned and processing shall be delayed.

Block GRADE - Enter abbreviation of current pay grade or rank.
3.

Examples: E-3, O-4, SP5, M/SGT, 1LT, LCDR, MAJ, HMCS

Block HOME PHONE - Enter the area code and the number.
4.

Examples: 02-0X4-4705 or
408-696-0465

Block OFFICE PHONE - Enter the sponsor's office phone.
5.

Block ADDRESS - Enter the sponsor's MAILING address. If this is a street address, enter the number, the street name, and any apartment number on the first line. Enter the city, State, and ZIP code on the second line. If this is a military Air or Army Post Office (APO) or Fleet Post Office (FPO), enter the address to conform with current instructions for APO or FFO usage.
6.

Example: Family address: 99 Jones Road
Somewhere, AZ 93940

Block BRANCH OF SERVICE - Use only one of the following:
7.

USA - Army
USN - Navy
USMC - Marine Corps
USAF - Air Force
USCG -Coast Guard
PHS - Public Health Service
NOAA - National Oceanic and Atmospheric Administration
Air National Guard - Spell Out
National Guard - Spell out

NOTE: In the case of foreign military personnel, indicate sponsor's type of Service, that is, if sponsor is Royal Air Force, type or print "Royal Air Force," not RAF.

Block STATUS - Check the appropriate box. If "other" is checked, indicate present status of sponsor in
8. Block 60 on the reverse side of the DD Form 1172. Present status of sponsor may be indicated by code as follows:

TDRL - Temporary Disability Retirement List
FRMMR - Former Member Former Member (Navy/Marine Corps category only)
FRMKR/DEC - deceased (Navy/Marine Corps category only)
MH - Medal of Honor recipient
MH/DEC - Medal of Honor recipient deceased
DAV/DEC - 100 percent disabled veteran deceased
CIV - Civilian
FP - Foreign personnel
FM- Foreign military
Reserve - Spell out
Lighthouse Service - Spell out
American Red Cross - Spell out

Example: In Block 60 for remarks, type or print comment such as "Block 8 Status - Civilian" or "Block 8 Status - CIV"

Block 9. DATE OF EXPIRATION OF SERVICE OR CONTRACT - This is entered as follows:

YYYYMMDD

YYYY - Use four digits for year

MMM - Use three letters for month

DD - Use two digits for day

Example: August 7, 1982 shall be entered as: 1982 AUG 07

NOTE: In cases where there is no termination date, enter "Indefinite."

Block 10. REASON FOR APPLICATION - Leave blank.

C3.4.1.2.2. Section II - Dependents. This section is for dependents who are being enrolled in DEERS. The sponsor or applicant must list each dependent claimed for benefits.

NOTE: In the case of secondary dependents, where central Service approval of dependency status is required, these dependents should not be enrolled until that approval is received.

Block 11. NAME - Enter the dependent's name (last name) first name, middle initial). Do not use nicknames.

Example:emsp;Smith, Charles H.

ALSO, enter the dependent's SSN in this block. If that person does not have an SSN, mark the block with the notation "SSN-NONE".

Block 12. RELATIONSHIP - Enter one of the following codes that best describes the relationship of the dependent to the sponsor.

Self/M - Self/male
Self/F - Self/female
H - Husband
W - Wife
UMW - Unmarried widow¹
UMWR - Unmarried widower¹
URW - Unremarried widow²
URWR - Unremarried widower²
D - Daughter
S - Son
SD - Stepdaughter
SS - Stepson
WARD/M - Ward/male
WARD/F - Ward/female
M - Mother (includes adoptive parent)
ML - Mother-in-law (includes adoptive parent)
F - Father (includes adoptive parent)
FL - Father-in-law (includes adoptive parent)
SM - Stepmother
SF - Stepfather

1 Unmarried widow/widower - Aspouse who has married after the death of the sponsor and has had that marriage terminated by death decree of divorce, or decree of annulment.

2 Unremarried widow/widower - Aspouse who has never remarried or never legally remarried as in the case of an "AB INITIO" annulment. Spouses in this category would not lose their benefits. The definitions of unmarried widow/widower and unremarried widow/widower are also given on the DD Form 1172.

NOTE: If a dependent child is over the age of 21 and his or her entitlement continues due to temporary or permanent incapacity, or due to school enrollment, indicate this in the relationship block using these codes:

INCP - Incapacitated permanently

INCT - Incapacitated temporarily

SCH - Attending school (enter SCH, the name of the institution, and the expected date of graduation in Block 60.)

Block 13. DATE OF BIRTH - Enter the dependent's date of birth as follows:

YYYYMMDD

YYYY - Use four digits for year

MMM - Use three letters for month

DD - Use two digits for day

Example: August 3, 1947 shall be entered as: 1947 AUG 03

Block 14. PRIVILEGES AUTHORIZED - This block is completed by the verifying officer. Use the following codes:

C - Commissary

EL - Exchange Limited

T - Theater

MS - Medical Care (Uniformed Services)

EU - Exchange Unlimited

MC - Medical Care (civilian source)

Block 15. CARD NO. ISSUED - Enter card number issued from card currently in possession. If no card, enter N/A.

Block 16. ADDRESS - Complete this block as instructed for Block 6.

Block 17. EYES - Leave blank.

Block 18. HAIR - Leave blank.

Block 19. MC EFFECTIVE DATE - MC (Civilian Medical Care) should be the same as indicated on the existing DD Form 1173 or what it would be if a card were being issued.

Block 20. DATE ISSUED - Enter date of issue from card currently in possession. If no card, enter N/A.

Block 21. HEIGHT - Leave blank.

Block 22. WEIGHT - Leave blank.

Block 23. EXPIRATION DATE - The card expiration date should be written here. If this date is not available, a card expiration date should be written in the block as if an ID card is being issued.

Blocks 24 through 36. Complete as Blocks 11 through 23. Refer to the instructions for each block.
Blocks 37 through 49.

NOTE: Blocks 24 through 36 refer to the second dependent for whom DEERS enrollment is made; blocks 37 through 49 refer to the third dependent for whom DEERS enrollment is made.

If Blocks 24 through 36 or Blocks 37 through 49 are not used, the block should be lined through and the notation "AND NO OTHERS" entered.

C3.4.1.2.3. Section III - Verification

Blocks 50 through 52. This section is for verification of information supplied in Sections I and II. The personnel officer or other designated official must complete these blocks.

NOTE: Verifying officer must provide complete mailing address. Use street address, city, State, and ZIP code. Use abbreviations only for unit designation and State.

C3.4.1.2.4. Section IV - Issuing Agency. Need not be completed for DEERS enrollment unless the issuing agency is the verifying activity. This is normally completed only if an ID card is issued.

C3.4.1.2.5. Section V - Sponsor Statement. This section is the statement of the sponsor or applicant. It is a further explanation of the dependent's relationship to the sponsor.

Block 58. MARITAL STATUS - Check the box that correctly states the marital status of the sponsor or applicant.

NOTE: Since there is no box for a single (never married) sponsor, write "NEVER MARRIED" in this entry, if applicable.

Block 58.a. Complete this block if a dependent is claiming entitlement by reason of marriage. Enter the place, city and State, and the date of marriage. The data is entered as follows:

YYYYMMMDD

YYYY - Use four digits for year

MMM - Use three letters for month

DD - Use two digits for day

Example: A marriage that took place in Monterey, California, on September 16, 1969, would be entered as:

Monterey, California 1969 SEP 16

Block 58.b. If applicable, complete these blocks.
through
58.h.

Block 59. DISPOSITION OF PREVIOUSLY ISSUED CARDS - Leave blank.

Block 60. REMARKS - This block is not to be used to list dependents. Dependents under the age of 10 should be listed on the front of the form to ensure that all of the necessary information is provided. If there is a need to explain a special dependent status from the front of the form (such as approval of secondary dependent status), the information must be clearly labelled to show which block is continued or explained.

Example: Block 60 REMARKS:

Block 8 - Medal of Honor

Block 12 - SCH John Case, 999-99-9999, enrolled
at University of Arizona, will graduate
1981 Jun

Block 12 - Dependency approval by Air Force
Finance Center 1982 Jan 12

C3.4.1.2.6. Section VI - Statement of Conditions. This section contains a statement of conditions for DEERS enrollment and a penalty clause for fraud.

Block 61. DATE OF APPLICATION - Enter the date on DD Form 1172; it is completed as follows:

YYYYMMDD

YYYY - Use four digits for year

MMM - Use three letters for month

DD - Use two digits for day

Example: April 14, 1980 is entered as: 1980 APR 14

Block 62. SIGNATURE - The sponsor signs in this block (see Uniformed Service directive).

C3.4.1.3. Submitting the DD Forms 1172

C3.4.1.3.1. General

C3.4.1.3.1.1. Any DD Form 1172 that is sent to the DEERS Enrollment Processing Center must be legible, and each block must be dark enough to be microfilmed.

C3.4.1.3.1.2. Active duty personnel who have no dependents need not submit an enrollment DD Form 1172. They will be automatically enrolled from the Uniformed Service personnel files. A retiree without dependents should submit a DD Form 1172 indicating that he or she has no dependents. This procedure will allow the personnel offices to account for the mailing and to distinguish between nonresponse and no dependents.

C3.4.1.3.1.3. If verifying documentation, as required by parent Uniformed Service guidelines, is not presented, the DD Form 1172 will not be submitted. Do not submit an unverified DD Form 1172.

C3.4.1.3.1.4. If a card issue is involved, only the issuing office needs to submit the DD Form 1172. The submission of forms by both verifying and issuing officers doubles the data entry workload at the DEERS Enrollment Processing Center.

C3.4.1.3.1.5. All submissions shall be accompanied by a numbered and dated DEERS Batch Transmittal Form, the DD Form 2268 (Figure C3.F5.). This form is available through normal supply channels. Local reproduction is recommended, if necessary.

C3.4.1.3.2. Verifying Office Submission Procedures

C3.4.1.3.2.1. Batching. Use the following guidelines:

- 1 A batch shall not exceed 50 DD Forms 1172. Each batch must be accompanied by a DD Form 2268. If 50 forms have not been collected by each Friday, there is a mandatory requirement for all DD Forms 1172 to be batched and mailed every Friday. Multiple batches may be mailed in the same packet.

NOTE: When a family has more than three dependents and, therefore, more than one DD Form 1172 is required, count each form separately.

- 2 Each batch should contain only one type of DD Form 1172. The most current form is the DD Form 1172 dated Jan 1, 1979. Every effort shall be made to use only that form. In those few cases where the 1979 form is not available, and the older 1974 and 1972 forms are used, they must be batched separately.
- 3 A copy of each DD Form 1172 and the DD Form 2268 shall be maintained by the enrollment office in accordance with Uniformed Service guidelines. This procedure will allow recovery in the case of lost batches.
- 4 Prepare DD Form 2268 in accordance with instructions printed on the form. Additional guidelines follow.
- 5 The batch of DD Forms 1172, together with the DD Form 2268, shall be sent via first-class mail to the following address:

DEERS Enrollment Processing Center
Post Office Box 1328
Santa Barbara, CA 93101

C3.4.1.3.2.2. Transmittal Number. The transmittal number on the DD Form 2268 shall be constructed as follows:

- 1 Branch of Service (1 character).

A - Army	E - Public Health Service
N - Navy	I - National Oceanic and Atmospheric Administration
M - Marine Corps	O - Other
F - Air Force	
P - Coast Guard	

2 UIC/PAS Code/RUC/OPPAC (8 characters).

If the UIC/PAS Code/RUC/OPFAC is less than 8 characters, precede it with zeroes.

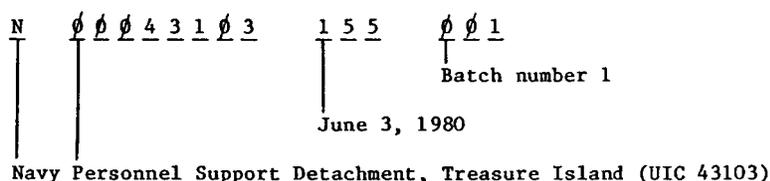
3 Unique Control Code.

Day of the year (Julian Day) (3 digits)

Batch number (3 digits) - Enter batch sequence number

(001 to 999), beginning with 001 for each new day of the year

Example:



C3.4.1.3.2.3. Daily Log. Each verifying office shall keep a log of each DD Form 2268 sent; this log will act as an audit file to ensure that batches were received by the DEERS Enrollment Processing Center.

C3.4.1.3.2.4. Lost Batch Recovery. It is important that local enrollment offices have the capability to resubmit a lost batch. Therefore, enrollment offices shall maintain a duplicate copy of each batch (with DD Form 2268) or maintain the DD Form 2268 together with a list of sponsors whose DD Forms 1172 are in the batch. When acknowledgment of receipt (the Acknowledgement Report) is received from DEERS, those forms may be filed or disposed of in accordance with Uniformed Service guidelines.

C3.4.1.3.2.5. Follow-up. After a reasonable amount of time (about 4-5 weeks), the verifying officer should have received an acknowledgment of receipt. If not, he or she shall contact DSO, (408) 646-0465, or a contractor field or maintenance representative) to determine whether the batch has been received by DEERS. If no documents were received, the verifying officer shall resubmit a copy of the batch with a duplicate of the original DD Form 2268. Do not change the transmittal number. Write clearly in red ink "DUPLICATE" on the DD Form 2268. This will indicate to the DEERS Enrollment Processing Center that the follow-up procedure has been initiated.

C3.4.1.3.3. Acknowledgment Procedures

C3.4.1.3.3.1. DEERS Forms Processing. When a DD Form 2268 reaches the DEERS Enrollment Processing Center, the following information is checked and discrepancies noted:

- 1 The actual number of DD Forms 1172 received equals the number of DD Forms 1172 forwarded.
- 2 The branch of Service code and unique control code.
- 3 Verifying officer's signature.

C3.4.1.3.3.2. Acknowledgment Report. An Acknowledgment Report (Figure C3.F6.) shall be made for every DD Form 2268 (and accompanying batch) received. The submitting office should receive this report in about 4 to 5 weeks. The report shall contain the following:

- 1 Submitting activity address.
- 2 Transmittal number.
- 3 Number of DD Forms 1172 sent and received.
- 4 Status of each DD Form 1172 in the batch.

Each DD Form 1172 is listed by sponsor's name and social security number. If the DD Form 1172 passes the initial screening, the word "ACKNOWLEDGED" appears to the right on the report. If, however, the DD Form 1172 has been rejected, the reason is noted to the right of the internal control number (ICN) (see next page for explanation of ICN). Up to four error explanations may appear in this area. If the error pertains to a specific dependent listed on the DD Form 1172, that dependent's name will appear under the sponsor's name and the error code will appear to the right of the dependent's name (for example, BLANK-REL-TO SPSR).

Acknowledgment Reports are returned to the field along with DD Forms 1172 that require correction. When the submitting activity is different from that of the verifying office, only the Acknowledgment Report is sent to the submitting activity (submitting activity may be the ID card issuing office). The DD Forms 1172 that require correction are returned to the verifying office under cover of the memorandum at Figure C3.F7. (DEERS FM1). For the benefit of the submitting activity, a notation is made on the Acknowledgment Report that the DD Forms 1172 containing errors have been forwarded to the verifying officers for correction.

C3.4.1.3.3.3. Verifying Officer's Action on Acknowledgment Report. Verifying officers shall take the following action upon receipt of an Acknowledgment Report:

- 1 Verify transmittal log.
- 2 If needed, make corrections on the DD Forms 1172.
- 3 Return corrected DD Forms 1172 in a new batch.

The DEERS FM 1, used to transmit incorrect DD Forms 1172, identifies the specific error(s) needing correction. Verifying officers correct the errors by lining through the incorrect entries and writing the correct information above them. Where space is not adequate for a line-through correction, the verifying officers shall submit a new DD Form 1172 stapled to the incorrect DD Form 1172. Verifying officers must sign this new DD Form 1172. (Additional information on error resolution begins in paragraph C3.4.3.) It is essential to return all DD Forms 1172 sent to verifying officers for correction, by sending them in a new batch to the following address:

DEERS Enrollment Processing Center
Post Office box 1328
Santa Barbara, CA 931010

If the sponsor has transferred and the verifying officer cannot correct the error, he or she should forward the cover memorandum and erroneous DD Form 1172 to the sponsor's new unit for correction. It is not necessary to notify the processing center of this referral.

C3.4.1.3.3.4. Issuing Officer's Action on Acknowledgment Report.

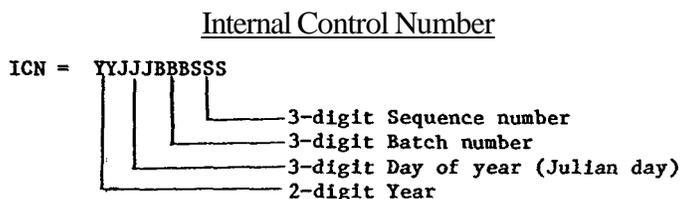
The report is furnished for information only and action should be taken in accordance with Uniformed Service guidelines. (DEERS requires no further action.)

C3.4.2. DEERS Enrollment Processing

C3.4.2.1. Data Preparation at the DEERS Enrollment Processing Center. Data preparation involves the manual processing of the DD Forms 1172 before the data is keystroked into the computer (data entry). Figure C3.F8. shows the processing center workflow.

C3.4.2.1.1. Mailroom Station. The mailroom staff does an initial sort of mail received by implementation and nonimplementation areas. Having completed the sort, the clerk counts the number of documents received to verify the count submitted by the Uniformed Services.

C3.4.2.1.2. Internal Control Number (ICN). Each DD Form 1172 is assigned an ICN. The ICN is a unique number by which documents may be identified. The batch number portion of the ICN is assigned to correspond with the origin of the batch.



Batch numbers (BBB) are as follows:

Implementation area	000-199
Nonimplementation area	200-699
Error resolution	700-799
Various	800-899

C3.4.2.1.3. Microfilm Station. Every DD Form 1172 is microfilmed. This provides a permanent record of the document as received by the DEERS Enrollment Processing Center. If a document is illegible, it will not make a legible microfilm print and shall be returned for correction. A quality control check is made of the film to ensure that it is usable for research. If the film is illegible, the document shall be refilmed.

C3.4.2.1.4. Screening and Coding Stations. The DD Form 1172 first goes through a screening process in which the information on the form is read to make sure that all of the information needed for processing is present and that it is legible. The screener identifies DD Forms 1172 that have to be returned to the verifying officers for correction by making a green checkmark by the block that is incorrect and attaching the DEERS FM 1 that identifies the type of error. Since the DD Form 1172 was not designed for data entry, certain entries must be coded. They are:

- C3.4.2.1.4.1. Pay grade.
- C3.4.2.1.4.2. Branch of Service.
- C3.4.2.1.4.3. Status.
- C3.4.2.1.4.4. Date of expiration of service.
- C3.4.2.1.4.5. Reason for application.
- C3.4.2.1.4.6. Relationship.
- C3.4.2.1.4.7. Marital status.

C3.4.2.2. Data Entry at the DEERS Enrollment Processing Center. Data entry is a two-step function:

C3.4.2.2.1. Keying. This step is the actual transportation of the data (or code equivalent) from the DD Form 1172 into the computer system. Documents containing errors are entered using a special code to indicate the reason for rejection. This entry is required to maintain batch integrity and daily inventories.

C3.4.2.2.2. Selective Verification of Each Document. This ensures accurate data entry. The following fields are key-verified (re-keyed) by a second operator.

- | | | |
|-----|------------|---|
| (a) | Sponsor: | Last name
SSN |
| (b) | Dependent: | Last name
SSN (if applicable)
Relationship
Date of birth (DOB) |

C3.4.2.2.3. Correspondence. After the data has been key verified, Acknowledgment Reports are generated for each batch. The DEERS Enrollment Processing Center transfers a magnetic tape to the DSO, where the Acknowledgment Report is produced. The Acknowledgment Report lets the submitting activity know the disposition of every DD Form 1172 received. (See subparagraph C3.4.1.3.3.2., above.)

C3.4.3. Resolution of Errors

C3.4.3.1. There is a need to correct errors that are identified during both enrollment and eligibility checking. The DSO researches and attempts to resolve these errors, which are classified as either processing or eligibility checking errors. Eligibility checks allow personnel in MTFs and DTFs, as well as CHAMPUS, to confirm individual eligibility for benefits against the DEERS database. Queries (telephone and computer terminal) are made to two DEERS Eligibility Centers. Each center has a full Eligibility Database and services eligibility needs for approximately half of CONUS. The primary source of records for this Eligibility Database is an update transaction file received from the Enrollment System. Detailed information on eligibility checking is contained in Chapter 5.

C3.4.3.1.1. Errors Detected During DD Form 1172 Processing. Errors detected during DEERS enrollment processing can be further categorized into pre- and post-data entries.

C3.4.3.1.1.1. Pre-data Entry

C3.4.3.1.1.1.1. Problems arise in the tracking of batches from the Uniformed Service to the DEERS Enrollment Processing Center. DD Form 1172 batches received at the DEERS Enrollment Processing Center without DD Forms 2268 difficult to account for and acknowledge.

C3.4.3.1.1.1.2. A second type of error occurs when DD Forms 1172 do not meet the minimum processing requirements. Before a DD Form 1172 can be keypunched, it must be legible and contain:

Sponsor name	Relationship to sponsor
SSN or Service number	Date of birth
ZIP code	Privileges authorized
Sponsor status	Verifying officer's signature, title, and address
Dependent name	
Signature of sponsor	MC effective date

Forms that do not contain this essential information are returned to the verifying officer with the DEERS FM 1. Currently, none of the dependents are enrolled until the DD Form 1172 is corrected and returned in a new batch to the DEERS Enrollment Processing Center.

C3.4.3.1.1.2. Post-data Entry

C3.4.3.1.1.2.1. The most easily corrected error detected after data entry (given a valid DD Form 1172) is a keypunch error. All batches are verified after they have gone through data entry. The batch is re-keyed by another operator to ensure that critical fields of the DD Form 1172 are correct. This selective verification process corrects most of the keypunch mistakes made at the data entry site.

C3.4.3.1.1.2.2. Additional errors are found when the DD Form 1172 data are edited. Each week, the DSO receives a computer listing of these errors. DSO personnel locate the DD Form 1172 and correct most of these types of errors. Other types of errors are of a nature that require verifying officer correction.

C3.4.3.1.1.2.3. In some cases the verifying officer will need the DD Form 1172 to correct the error. A memorandum will be sent to the verifying officer explaining the specific error requiring correction. The DSO will send a memorandum, DEERS FM 2 (Figure C3.F9.), to verifying officers if it appears that

there is more than one spouse currently eligible for privileges. The verifying officer should identify the spouse who is no longer eligible for privileges, indicate the reason, note the ending effective date, sign the letter, and return it to the following:

DEERS Support Office
2100 Garden Road, Suite B-2
Monterey, CA 93940

C3.4.3.1.1.2.4. For all other errors that require verifying officer correction, the DD Form 1172 will be sent back to the verifying officer, accompanied by the cover memorandum DEERS FM 3 (Figure C3.F10.), identifying the type of error encountered. The verifying officer shall comply with the instructions on the cover memorandum and return the completed DD Forms 1172 to the following:

DEERS Support Office
2100 Garden Road, Suite B-2
Monterey, CA 93940

The only DD Forms 1172 that should be sent to the DEERS Enrollment Processing Center in Santa Barbara are first-time submissions or DD Forms 1172 that have been returned with Acknowledgment Reports and DEERS FM 1. All other DD Forms 1172 should be returned to the DSO in Monterey.

C3.4.3.2. Errors Detected During Eligibility Checking. When an eligibility check or query is made, it is possible that the eligible beneficiary may not be found on the file; this is called a "No Hit." This situation may be indicative of problems that escaped detection during the enrollment or maintenance phase. Several possibilities may cause a "No Hit":

C3.4.3.2.1. The DD Form 1172 was not submitted; it was submitted but not processed by the day of query; or it was submitted and returned, but has not been corrected and resubmitted by the verifying officer.

C3.4.3.2.2. The DD Form 1172 was submitted, but there was no sponsor found on the Enrollment Database. This could be a keypunch error during DD Form 1172 processing, an error on the Enrollment Database, or delays in the receipt or processing of the sponsor file.

C3.4.3.2.3. The SSN or Uniformed Service number was entered incorrectly using the query.

When an error is detected during an eligibility check in a medical or dental facility, MTF and DTF personnel will prepare a DEERS Enrollment Follow-up Form, DD Form 2270. This form, with the type of error noted, is given to the beneficiary with instructions to contact the sponsor's personnel office to correct the discrepancy. Personnel offices shall take appropriate action.

C3.4.4. Subsequent Enrollment and Maintenance Procedures

C3.4.4.1. After the initial enrollment of a sponsor and his or her dependents, events may occur that require modification to the information on file. An ID card usually will be issued as a result of that event. Prior to card issuance, a DD Form 1172 must be completed. Uniformed Service guidelines require submission of a copy of that DD Form 1172 to the DEERS Enrollment Processing Center. The database will be modified upon receipt of that form. There are, however, instances in which no card will be issued. These have been categorized as add/terminate/change. This paragraph describes procedures for making changes to the database when no card is issued. (DD Forms 1172 submitted that do not contain all essential information shall be returned to the verifying officer for correction.)

C3.4.4.1.1. Add. In situations in which a dependent is to be added to the file, as in the case of a newborn or an adoption, the personnel office shall submit a new DD Form 1172, marking an "A" in the left-hand margin by the new dependent's name.

Example: Newborn Son

A	11. NAME (Last - First - Middle Initial - Suffix if applicable) Doe, John E.	12. RELATIONSHIP Son	13. DATE OF BIRTH (Yr., Mo., Day) 1980 Jan 02	14. PRIVILEGE AUTH. (J) C T EU MC HS	15. CARD NO. ISSUED N/A
	16. ADDRESS (Residence ZIP Code) 1205 Maple St. Anytown, MA 03790	17. EYES	18. HAIR	19. MC EFFECTIVE DATE (Yr., Mo., Day) 1980 Jan 02	20. DATE ISSUED (Yr., Mo., Day)
		21. HEIGHT	22. WEIGHT	23. EXPIRATION DATE (Yr., Mo., Day) 1983 Jan 02	

C3.4.4.1.2. Terminate. The "terminate" or termination of eligibility is the most critical of the three procedures. It provides the personnel office a means to terminate the eligibility of dependents and DD Form 1173 eligible sponsors. It is important to note that a terminate does not remove a dependent from the database. Rather, it changes the status of the dependent from "eligible" to "ineligible," thus providing DEERS with the capability to record eligibility history for CHAMPUS.

C3.4.4.1.2.1. A terminate is submitted in the same general manner as the other procedures. A "T" shall be written in the left-hand margin next to the dependent's name. In addition, an entry shall be made in Block 60 indicating the name of the dependent, the effective date of the termination, and the reason. The two most

important elements of information in a terminate are the new expiration date and the reason code for the date. In a divorce, for example, the new expiration date for the ex-spouse is that of the final divorce decree, as that date is usually different from the original card expiration date. Therefore, it is important to submit the new date in Block 60. The reason code that follows will reflect the reason for the new expiration date. In the case of a divorce, the reason code will indicate that the terminate is to be performed as a result of a divorce and that the expiration date reflects the expiration date for the privileges.

C3.4.4.1.2.2. The following reason codes shall be used for terminate transactions entered in Block 60, as shown in the subsequent example.

C3.4.4.1.2.2.1. DIV Divorce - Enter the date that the divorce decree became final and, therefore) the date eligibility ended.

C3.4.4.1.2.2.2. RDV Result of divorce - Enter the date that a dependent's eligibility (other than a spouse) changes as a result of divorce.

C3.4.4.1.2.2.3. DCM Dependent (child) married - Enter the marriage date of the dependent and, therefore, the date eligibility ended for that dependent.

C3.4.4.1.2.2.4. DTH Death - Enter the dependent's date of death and) therefore the date eligibility ended.

C3.4.4.1.2.2.5. ESS End of student status - Enter the date eligibility ended for a dependent due to the end of a student status.

C3.4.4.1.2.2.6. ETI End of temporary incapacitation - Enter the date eligibility ended due to end of temporary incapacitation status.

C3.4.4.1.2.2.7. JTS Joined the service - Enter the day prior to the dependent's entry on active duty and, therefore, the date eligibility ended. (Note this does not include reserve ACDUTRA/ROTC summer programs.)

C3.4.4.1.2.2.8. OTH Other - Use for all other conditions not covered above. Explain in Block 60 and give the date eligibility ended for benefits.

Example: Divorce

T	11. NAME (Last - First - Middle Initial - SSN if applicable) Doe, Jane S.	12. RELATIONSHIP Wife	13. DATE OF BIRTH (Yr. Mo. Day) 1940 May 05	14. PRIVILEGE AUTH. J/ C TEU MC MS	15. CARD NO. ISSUED
	16. ADDRESS (Include ZIP Code) 1205 Maple Street Anytown, MA 03790	17. EYES	18. HAIR	19. MC EFFECTIVE DATE (Yr. Mo. Day) 1974 Mar 03	20. DATE ISSUED (Yr. Mo. Day)
		21. HEIGHT	22. WEIGHT	23. EXPIRATION DATE (Yr. Mo. Day) 1983 Aug 21	
24. REMARKS (List dependents claimed who are not by listed on ID Card. For each dependent provide name, date of birth, relationship to sponsor, SSN if applicable, and address if different from sponsor or applicant.) Jane S. Doe - 1981 Jul 07 - DIV					

NOTE: In cases in which a sponsor's eligibility is changed, that change is generated by the Uniformed Services and is automatically carried over to cover any family members.

C3.4.4.1.3. Change. A change shall be submitted in cases in which the existing information on an individual needs to be corrected or updated. In this case, a new DD Form 1172 must be submitted. When submitting a change, write a "C" in the left-hand margin by the name of the dependent whose information is to be changed. When submitting a change, the personnel office shall follow the standard completion instructions outlined in this Manual. (As discussed in paragraph C3.4.4., above, this section does not apply if a new ID card is issued as a result of the change.)

Example: Adoption of Child Originally Enrolled as "Ward/F"

C	11. NAME (Last - First - Middle Initial - SSN if applicable) Doe, Alice R.	12. RELATIONSHIP D	13. DATE OF BIRTH (Yr. Mo. Day) 1975 Sep 27	14. PRIVILEGE AUTH. J/ C TEU MC MS	15. CARD NO. ISSUED N/A
	16. ADDRESS (Include ZIP Code) 1205 Maple St. Anytown, MA 03790	17. EYES	18. HAIR	19. MC EFFECTIVE DATE (Yr. Mo. Day) 1981 May 09	20. DATE ISSUED (Yr. Mo. Day)
		21. HEIGHT	22. WEIGHT	23. EXPIRATION DATE (Yr. Mo. Day) 1984 May 08	

C3.5. RETIREE AND SURVIVOR MAILINGS

C3.5.1. As described in section C3.3. of this chapter, the DSO, in coordination with the Uniformed Services, shall mail a packet to retirees entitled to retirement pay and to survivors (except for Navy) receiving annuities who reside in a specific phase. These packets are mailed during the intensified enrollment period for a phase.

C3.5.2. The following Uniformed Services shall provide magnetic tapes containing the addresses of all retirees entitled to retirement pay and survivors receiving annuities. The sources of these tapes are described below.

C3.5.2.1. The Army labels are provided in tape format from the Army Finance Center in Indianapolis.

C3.5.2.2. The Navy retiree labels are provided in tape format from the Navy Finance Center in Cleveland. The Naval Military Personnel Command, through separate mailings, takes care of Navy survivors and other categories of personnel such as widows, 100 percent disabled veterans, and Medal of Honor winners. See paragraph C3.5.3., below.

C3.5.2.3. The Air Force labels are provided in tape format from the Air Force Finance Center in Denver.

C3.5.2.4. The Marine Corps labels are provided in tape format from the Marine Corps Finance Center in Kansas City.

C3.5.2.5. The Coast Guard labels are provided by the Information Systems Branch, United States Coast Guard Headquarters. The labels for surviving annuitants shall be created from the DEERS submission tapes.

C3.5.2.6. The USPHS and NOAA are responsible for their own mailings.

C3.5.3. Retirees entitled to retirement pay and survivors (except Navy) receiving annuities are mailed a postcard on or about the same day that intensified enrollment begins in an area. About 1 week later, a packet explaining how to enroll dependents is mailed to these beneficiaries. (Navy survivors will receive a Navy postcard instead of the DoD postcard and packet.) The inside cover of this packet contains a letter from the appropriate Uniformed Service and general information about DEERS. Two DD Forms 1172 are included, along with instructions on how to complete the form and a return envelope. Samples of these materials follow:

Paragraph

Retiree/survivor postcard		
Outside cover of packet		
DEERS general information sheet (enclosed in all packets for all Services)		
Army letter		
Navy letter (retirees)		
Navy postcard (survivors)		
Marine Corps letter		
Air Force letter		
Coast Guard letter		
USPHS memorandum		
NOAA letter		
Retiree/survivor instructions for filling out the DD Form 1172	C3.5.4.	Mailed by respective Uniformed Service
Instructions for obtaining certified copies of registered personal documents	C3.5.7.	

Retiree/Survivor Postcard

DEERS Support Office
Office of the Assistant Secretary of Defense
(Health Affairs)
Suite B-2
2100 Garden Road
Monterey, California 93940
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300
If not deliverable to addressee within
5 days please return to sender

POSTAGE AND FEES PAID
DEPARTMENT OF DEFENSE
DOD-302



DEPARTMENT OF DEFENSE

Dear Health Benefit Recipient:

Within the next few weeks the Department of Defense will send you a packet requesting information. It is important that you give it your immediate attention. Your response will help improve your health benefits through better resource management and by helping to reduce fraud.

The packet contains information on the Defense Enrollment Eligibility Reporting System (DEERS). Your participation in DEERS is mandatory for maintaining future eligibility for receiving health benefits. DEERS is a fast new way of checking if a person is eligible for health care at military and Public Health Service hospitals and clinics, as well as those who qualify for care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS).

If you do not receive your packet within a month, write to:

DEERS Support Office
Suite B-2
2100 Garden Road
Monterey, California 93940

Please include your name, service (or sponsor's service), and mailing address. **SECURE THE BENEFITS YOU'VE EARNED!**

Office of the Assistant Secretary of Defense
(Health Affairs)



Retiree/Survivor Postcard, continued

DEERS Support Office
Office of the Assistant Secretary of Defense
(Health Affairs)
Suite B-2
2100 Garden Road
Monterey, California 93940

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

If not deliverable to addressee within
5 days please return to sender

ARMY



EACH SERVICE'S PACKET
SHOWS THEIR OWN SERVICE –
ARMY, NAVY, MARINE CORPS,
OR COAST GUARD

POSTAGE AND FEES PAID
DEPARTMENT OF DEFENSE
DOD 302



Defense Enrollment Eligibility Reporting System

DEERS General Information Sheet



Secure the Benefits You've Earned!

What is DEERS?

DEERS is the Defense Enrollment Eligibility Reporting System. It is a new way of verifying who is entitled to health care at military and Public Health Service hospitals and clinics. It will also verify who qualifies for CHAMPUS benefits.

Who does DEERS affect?

Everyone in the military community. Active duty, retired, dependents and eligible surviving dependents of deceased members. Inactive duty reservists and their dependents will be affected by DEERS upon the member's reaching 60 years of age and becoming entitled to retirement pay.

What's in it for me?

Better care! The system will determine how many people in your community qualify for military health care. In turn, planners will be more effective in presenting to Congress the requirements for doctors, nurses, technicians, facilities, supplies, and equipment. In short, your health care system can be better tailored to your needs. Under DEERS, an individual's eligibility for military health care can be quickly verified, making it less likely that ineligible persons receive these benefits. DEERS will help reduce fraud, save tax dollars and improve your health care system.

How does DEERS work?

Once you are enrolled, your name goes into a computer. From then on, whenever you go to a military or Public Health Service hospital or clinic, your eligibility for service can be checked immediately. CHAMPUS will be able to plug into the system, too.

What do I have to do?

If You're . . .

A Retired Service Member Entitled to Retirement Pay . . .

You are automatically enrolled by your parent service but it is your responsibility to enroll your eligible dependents. Use the enclosed information to do so.

A Surviving Spouse . . .

An Eligible Surviving Dependent Other Than a Spouse . . .

It is your responsibility to enroll yourself and your dependents. Use the enclosed information to do so.



Defense Enrollment Eligibility Reporting System

Department of the Army Letter



REPLY TO
ATTENTION OF

DAAG-PSI

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
ALEXANDRIA, VA 22331

Dear Sponsor:

A new program to verify those eligible for military health care benefits, the Defense Enrollment Eligibility Reporting System (DEERS), is being implemented in your area. On the right, you will find a description of this system and the form you will need to enroll your dependents. As a retiree, you are automatically enrolled in DEERS. However, it is your responsibility to enroll your dependents. If your military sponsor is deceased, then you must enroll yourself and your dependents.

Within 90 days, your local health care facilities will begin checking to insure through the DEERS program that those who receive medical treatment are properly eligible for medical care. Therefore, you are requested to complete the inclosed DD Form 1172 using the instructions provided. This form, along with copies of the necessary documentation that verify dependency, should be returned in the inclosed pre-addressed envelope. Required documentation consists of copies of marriage certificate, birth certificate (for each child), adoption papers, divorce decree, casualty report or death certificate for widows or widowers as appropriate and a copy of your retirement order. These documents will be returned to you after your enrollment form has been verified.

Dependent identification cards will not be issued as a result of your filling out the DD Form 1172. This form is being used only to enroll your dependents in DEERS. Please notify the installation that verifies and issues your dependent identification cards whenever there is a change in the status of your dependents either by birth, death, marriage, or divorce. When you do so, your DEERS information will be updated.

If you have any questions concerning your enrollment in DEERS, you may either phone the DEERS Processing Office of the base identified on the inclosed pre-addressed envelope or you may visit the base in person for assistance.

Thank you for your cooperation and assistance.

Sincerely,

A handwritten signature in cursive script that reads "William P. Bock".

WILLIAM P. BOCK
Major, GS
Chief, Installation and
Personnel Support Division

Department of the Navy Letter



**DEPARTMENT OF THE NAVY
NAVAL MILITARY PERSONNEL COMMAND
WASHINGTON, D.C. 20370**

IN REPLY REFER TO
N-641E/
Pers-7313-hjt

Dear Navy Retiree:

A new system to verify those eligible for military medical care benefits will soon be implemented in your area. It is called the Defense Enrollment/Eligibility Reporting System (DEERS). On the right you will find a description of the system.

As a retiree, you are automatically enrolled in DEERS. However, it is your responsibility to enroll your dependents. You are requested to complete the enclosed DD Form 1172 using the instructions provided. The form, along with copies of any necessary documentation, should be returned in the enclosed self-addressed envelope. New identification cards will NOT be issued as a result of filling out the DD Form 1172.

You are requested to notify the Commanding Officer, Naval Reserve Personnel Center (Code 41), New Orleans, LA 70149, whenever there is a change in dependency status due to birth, death or divorce; and whenever there is a change in address.

If you have questions concerning DEERS, contact the Navy Personnel Support Activity Detachment at the nearest Navy installation, or write to the Commanding Officer, Naval Reserve Personnel Center (Code 41), New Orleans, LA 70149, or telephone area code 504-948-1832 or 1834.

Thank you for your cooperation and valuable assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "D. A. Bishop".

D. A. BISHOP, LCDR
Head, Retired Personnel Support
Section

Navy Survivor Postcard

<p>DEPARTMENT OF THE NAVY NAVAL MILITARY PERSONNEL COMMAND NMPC-641D WASHINGTON, D.C. 20370 OFFICIAL BUSINESS PENALTY FOR PRIVATE USE, \$300</p>	<p>POSTAGE AND FEES PAID DEPARTMENT OF THE NAVY D00 316</p> 
<div data-bbox="657 520 857 625"></div> <p data-bbox="863 499 1323 583">Defense Enrollment Eligibility Reporting System DEERS - what is it? The Defense Enrollment Eligibility Reporting System is a new way of verifying who is entitled to military benefits.</p> <p data-bbox="652 604 1323 703">At this time many of your friends and neighbors may be receiving DEERS packets in the mail. Because you are a part of the Navy's Dependents Benefits Support System (DBSS), you will be automatically enrolled in DEERS from information recorded in the DBSS computer.</p> <p data-bbox="652 724 1323 840">If any member of your household is eligible for benefits and did not receive a post card like this, or if you have any questions about DEERS, contact the Navy Personnel Support Detachment at the nearest military installation or write to Naval Military Personnel Command, NMPC-641D, Washington, D.C. 20370, or telephone area code 202-694-3355.</p> <p data-bbox="652 856 1209 882">Thank you for your cooperation and valuable assistance.</p> <div data-bbox="673 907 857 949"><p>Secure the Benefits You've Earned</p></div> <div data-bbox="966 882 1323 949"><p>D. B. MANNING Head, Benefits Eligibility Section</p></div>	

Marine Corps Letter



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

IN REPLY REFER TO
MSFA-3/rg
1750

Dear Sponsor:

The Department of Defense is implementing a system for the purpose of enrolling those dependents who are eligible for benefits based on the sponsor's military service in the Defense Enrollment/Eligibility Reporting System (DEERS).

DEERS is a Department of Defense sponsored project designed to provide a capability for management of benefits as the result of military service; curtail expenses due to fraud and lack of management information; improve the quality of service to the member, and establish the eligibility of beneficiaries who are entitled by law to health care from the Department of Defense Care system. A more complete description of DEERS is located at the right panel hereon.

As a retiree, you are automatically enrolled in DEERS; you must however, enroll your dependents. If you have no dependents, you are still asked to respond. If you are a survivor, you must enroll yourself as well as your dependents. To accomplish enrollment, it will be necessary for you to complete the enclosed DD Form 1172 and return it by using the addressed envelope which has been enclosed for your convenience. Detailed instructions have been included to assist in the completion of the DD Form 1172. Identification cards will NOT be issued as a result of your completing the DD Form 1172.

The need for your cooperation and prompt attention to this matter cannot be over emphasized. Enrollment is necessary if you are to avoid delays in receiving medical treatment from military hospitals.

Sincerely,

A handwritten signature in black ink, appearing to read "L. B. Miosi".

L. B. MIOSI
Major, U. S. Marine Corps
Head, Family Assistance/Retired and Veterans Affairs Section
Personal Affairs Branch
By direction of the Commandant of the Marine Corps

Department of the Air Force Letter

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.



REPLY TO MPC
ATTN OF RANDOLPH AFB TEXAS 78148

Dear Air Force Retiree and Beneficiary

In the near future, enrollment into the Defense Enrollment Eligibility Reporting System (DEERS) will commence in your area. A description of DEERS is on the right.

If you are a retiree, you are already enrolled in DEERS; however, you must enroll your dependents. If you have no dependents, you are asked to respond indicating that you have no dependents. If you are a survivor of a deceased service member, you must enroll yourself as well as your dependents.

How to Enroll

1. Complete the enclosed DD Form 1172 using the instructions provided.
2. The DD 1172, along with documents which support dependency should be returned in the enclosed self-addressed envelope.
3. Documents which must be enclosed include COPIES of marriage certificates, children's birth certificates, divorce/separation decrees, casualty reports or death certificates for widows/widowers, certified COPIES of adoption papers, a COPY of the retired sponsor's retirement orders, a dependency determination from AFAFC, if appropriate, and any other documents which support dependency.

If you have questions concerning DEERS or desire assistance in completing the form, you may either phone the DEERS Processing Office of the base identified on the enclosed self-addressed envelope or you may visit the base in person for assistance. Be sure to bring the supporting documents with you.

We appreciate your assistance in this matter.

Sincerely

A handwritten signature in black ink, appearing to read "Kenneth L. Peek, Jr.", written in a cursive style.

KENNETH L. PEEK, JR.
Major General, USAF
Asst DCS Mnpwr and
Pers for Mil Pers

Coast Guard Letter



**DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD**

MAILING ADDRESS: G-PS-1
U.S. COAST GUARD
WASHINGTON, DC 20593
PHONE: 202-426-0276

5512

Dear Sponsor:

In the very near future, procedures will begin in your area for enrolling those dependents who are eligible for benefits based on the sponsor's military service in the Department of Defense Enrollment Eligibility Reporting System (DEERS).

DEERS is a Department of Defense sponsored project designed to provide a capability for management of benefits as the result of military service; curtail expenses due to fraud and lack of management information; improve the quality of service to the member, and establish the eligibility of beneficiaries who are entitled by law to health care from the Department of Defense Health Care System. A more complete description of DEERS is located on the right panel.

As a retiree, you are automatically enrolled in DEERS. You must, however, enroll your dependents. If you are a survivor, you must enroll yourself as well as your dependents. To accomplish enrollment, it will be necessary for you to complete the enclosed DD Form 1172 and return it by using the addressed envelope which has been enclosed for your convenience. Detailed instructions have been included to assist in the completion of the DD Form 1172. Identification cards will not be issued as a result of your completing the DD Form 1172.

The need for your cooperation and prompt attention to this matter cannot be overemphasized. If questions arise, please call the Retired Affairs toll-free line (1-800-424-7950).

Sincerely

A handwritten signature in cursive script that reads "L. D. Howell".

L. D. HOWELL
Lieutenant Commander, U. S. Coast Guard
Asst. Chief, Retired Military Affairs Branch
By direction of the Commandant

USPHS Memorandum

MEMORANDUM

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

TO : All Active Duty Officers/Retirees and Annuitants of the Public Health Service Commissioned Corps DATE:

FROM : Director
Commissioned Personnel Operations Division, OPM, OM, PHS

SUBJECT: Defense Enrollment Eligibility Reporting System

Recent surveys and reports indicate that many individuals receiving medical care from uniformed services medical facilities (USMF) and the Civilian Health and Medical Program for the Uniformed Services (CHAMPUS) were not eligible for the services received. Often this adversely impacts on those who are eligible for such care.

To correct this situation, the Department of Defense (DOD) has recently announced the establishment of a Defense Enrollment Eligibility Reporting System (DEERS). The Public Health Service (PHS), as a uniformed service, will be a full participant in this system. This includes PHS medical facilities, active duty and retired officers and their dependents, and survivors of deceased officers.

The DEERS is a program which will ensure that only eligible persons receive medical care at USMF and through CHAMPUS. This will be done by enrolling all individuals entitled to such benefits and then verifying each person's eligibility when medical care is requested. Whenever the eligibility of a person requesting such care cannot be immediately verified, medical treatment will be provided. However, if the person is later found to be ineligible, they will be held liable to the Government for the cost of the care. It is anticipated that the system will eventually be used to plan and manage other privileges such as commissary and post exchange services.

Implementation of the sponsor, person upon whom eligibility for DOD benefits is based, data base is scheduled to occur in January 1981. You are requested to participate in this effort by enrolling all of your dependents who are entitled to medical care, commissary, or exchange benefits regardless of their age.

Although it is essential that all sponsors be enrolled prior to January 1, 1981, enrollment of dependents and the processing of DD Form 1172 will continue beyond January 1 to ensure that all dependents are properly enrolled. Dependents identification cards will not be automatically issued as a result of this action. If you have dependents in need of identification cards, you should contact the nearest PHS ID card issuing office.

USPHS Memorandum, continued

Page 2 - All Active Duty Officers/Retirees and Annuitants of the
Public Health Service Commissioned Corps.

The Department of Defense has recently changed the procedures for verifying an individual's entitlements to benefits by requiring that legal documentation be provided. Therefore, copies of your marriage certificate, as well as birth certificate for each dependent child, must accompany the DD Form 1172. For dependent parents you must complete and submit forms PHS-1637-2, Dependency Certificate, and PHS-1637-3, Parent's Dependency Affidavit. If you are the surviving spouse of an active duty or retired member you must also include a copy of the member's death certificate and retirement orders, if applicable. These documents will not be returned to you but will be incorporated into your official personnel file.

Your cooperation and participation is essential to safeguard your current privileges. When DEERS is fully implemented, it is expected to reduce substantially the administrative delays and over-crowding sometimes experienced at USMF. It should also improve the processing and payment of CHAMPUS claims.

For these reasons, you are urged to assist us in our efforts to enroll every dependent entitled to benefits by promptly completing and submitting the enclosed DD Form 1172 along with the required documentation. If you have any questions, please call Norman Chichester at (301) or FTS 443-4590.

Delbert A. Larson

Enclosures

NOAA Letter



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Rockville, Md. 20852

July 28, 1980 NC1:CB

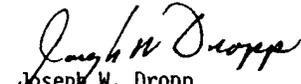
Dear Sponsor:

Commencing 1 August 1980, procedures will begin for enrolling those dependents who are eligible for benefits in the Department of Defense Enrollment/Eligibility Reporting System (DEERS).

As a retiree, you will be automatically enrolled in DEERS by the Commissioned Personnel Division. You must, however, enroll your dependents. To accomplish enrollment, it will be necessary for you to complete the enclosed DD Form 1172 and return it by using the addressed envelope which has been enclosed for your convenience. Detailed instructions have been included to assist in the completion of the DD Form 1172. Identification cards will not be issued as a result of your completing the DD Form 1172.

The need for your cooperation and prompt attention to this matter cannot be overemphasized. If questions arise, please call the Commissioned Personnel Division, 301-443-8618 (collect).

Sincerely yours,


Joseph W. Dropp
Commander, NOAA
Chief, Commissioned Personnel
Division

Enclosure

C3.5.4. RETIREE/SURVIVOR INSTRUCTIONS FOR FILLING OUT DD Form 1172. Complete ALL blocks of DD Form 117Z as instructed on the following pages. This includes those blocks normally reserved for Issuing and Verifying Officers. If you do not have eligible dependents, please complete Section I and indicate "NO Dependents" in Block 11. If the form has essential information missing or cannot be read, it will be returned to you for correction, which will further delay enrollment. Remember to SIGN your name on the back of form in Block 62.

PLEASE TYPE OR USE BALL POINT PEN, NOT PENCIL.

Section I.

Block NAME - PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL

1. Example: Smith, John W.

Block SSN (SOCIAL SECURITY NUMBER) -

2. Enter the 9-digit number with the dashes.

Example: 999-99-9999

If the sponsor never had an SSN and the records are filed by Service number, enter the Service number.

Example: SVC #9999999

Block GRADE - Enter abbreviation for your current paygrade or rank.

3. Example: E-5, O-4 or SP5, M/SGT, 1Lt.

Block Self-explanatory (including area code).

4.

Block Self-explanatory (including area code).

5.

Block ADDRESS - Enter the address where you are currently residing (including ZIP code).

6.

Block BRANCH OF SVC - Show parent Uniformed Service as follows:

7.

Army - USA

Navy - USN

Marine Corps - USMC

Air Force - USAF

Coast Guard - USCG

National Guard - spell out

Air National Guard - spell out

Public Health Service - PHS

National Oceanic and Atmospheric Administration - NOAA

Block STATUS - Check the appropriate box. If "other" is checked, indicate present status of sponsor in

8. Block 60 on the reverse side of the DD Form 1172. Present status of sponsor may be indicated by code as follows:

TDRL - Temporary Disability Retirement List
FRMMR - Former Member (Navy/Marine Corps category only)
FRMMR/DEC - Former Member deceased (Navy/Marine Corps category only)
MH - Medal of Honor recipient
MH/DEC - Medal of Honor recipient deceased
DAV/DEC - 100 percent disabled veteran deceased
CIV - Civilian
FP - Foreign personnel
FM - Foreign military
Reserve - Spell out
Lighthouse Service - Spell out
American Red Cross - Spell out

Example: In Block 60 for remarks, type/print comment such as "Block 8 Status - TDRL."

Block 9. DATE OF EXPIRATION OF SERVICE OR CONTRACT - For retiree, show date of retirement or date of death of sponsor. Enter in the following order:

YEAR, MONTH, DAY
Example: 1980 AUG 06

Block 10. REASON FOR APPLICATION - Leave blank.

Section II.

NOTE: The sponsor or applicant must list each dependent claimed for benefits.

Block 11. NAME - Enter dependent's name (last name, first name, middle initial) and SSN, if available.

Example: Doe, John P. 999-99-9999

Block 12. RELATIONSHIP - Enter one of the following codes as appropriate:

- Self/M - Self/male
- Self/F - Self/female
- H - Husband
- W - Wife
- UMW - Unmarried widow¹
- UMMR - Unmarried widower¹
- URW - Unremarried widow²
- URWR -Unremarried widower²
- D - Daughter
- S - Son
- SD - Stepdaughter
- SS -Stepson
- WARD/M - Ward/male
- WARD/F - Ward/female
- M- Mother (includes adoptive parent)
- ML - Mother-in-law (includes adoptive parent)
- F - Father (includes adoptive parent)
- FL - Father-in-law (includes adoptive parent)
- SM- Stepmother
- SF - Stepfather

1 Unmarried widow/widower - Aspouse who has married after the death of the sponsor and has had that marriage terminated by death, decree of divorce, or decree of annulment.

2 Unremarried widow/widower - Aspouse who has never remarried or never legally remarried as in the case of an "AB INITIO" annulment. Spouses in this category would not lose their benefits. The definitions of unmarried widow/widower and unremarried widow/widower are also given on the DD Form 1172.

NOTE: If a dependent child is over the age of 21 and his or her entitlement continues due to temporary or permanent incapacity, or due to school enrollment, indicate this in the relationship block using these codes:

- INCP - Incapacitated permanently
- INCT - Incapacitated temporarily
- SCH -Attending school (enter SCH, the name of the institution, and the expected date of graduation in Block 60.)

Block 13. DATE OF BIRTH - Enter in following order:

YEAR, MONTH, DAY
1967 AUG 06

Block 14. PRIVILEGES AUTHORIZED - See attached "ID CARD SAMPLE." Use the following codes as appropriate. Please disregard the comment "For Use of Verifying Officer" and complete all blocks in this column.

C - Commissary EL - Exchange Limited
T - Theater MS - Medical Care (Uniformed Services)
EU - Exchange Unlimited MC - Medical Care (civilian source)

Block 15. CARD NO. ISSUED - See attached "ID CARD SAMPLE." Please disregard the comment "For Use of Issuing Officer," and complete all blocks in this column.

Block 16. ADDRESS - Enter the address where your dependent currently is residing (including ZIP code).

Block 17. EYES - Leave blank

Block 18. HAIR - Leave blank

Block 19. MC EFFECTIVE DATE - See attached "ID CARD SAMPLE"

Block 20. DATE ISSUED - See attached "ID CARD SAMPLE"

Block 21. HEIGHT - Leave blank

Block 22. WEIGHT - Leave blank

Block 23. EXPIRATION DATE - See attached "ID CARD SAMPLE"

Block 24. through 36.
Enter information for second dependent in the same way as for first dependent listed in items 11 through 23.

Block 37. through 49.
Enter information for third dependent in the same way as for first and second dependents.

NOTE: If you have more than three dependents, complete additional DD Forms 1172 or use a plain sheet of paper and attach it to the form. The same information is needed as in Blocks 11 through 23. Be sure to print or type sponsor's name and SSN on the additional page(s), and sign this page as well as DD Form 1172.

Section III.

Block through 52. Leave blank
50.

Section IV.

Block through 57b. Leave blank
53.

Section V.

Block Check appropriate block, if applicable.
58.

NOTE: Since there is no box for a single (never married) sponsor, write "NEVER MARRIED" in this entry. If applicable, complete the rest of Block 58.

Block Enter the place and date of marriage, if applicable.
58a.

Block through 58h. Check appropriate block.
58b.

Block Leave blank
59.

Block REMARKS - This block is not to be used to list dependents. Dependents under the age of 10 should be listed on the front of the form to ensure that all of the necessary information is provided. If there is a need to explain a special dependent status from the front of the form, the information must be clearly labelled to show which block is continued or explained.

Section VI.

Block DATE - Print or type date
61.

Block 62. SIGNATURE OF SERVICE SPONSOR OR APPLICANT - DO NOT FORGET YOUR SIGNATURE!!!

Your dependent's enrollment form is now complete. It should be mailed in the enclosed envelope along with documents indicated in the following section. (Instructions mailed to retirees and survivors will have the "Additional Instructions" section for either the "Navy, Marine Corps, and Coast Guard" or the "Army and Air Force," as appropriate.)

C3.5.5. ADDITIONAL INSTRUCTIONS FOR NAVY, MARINE CORPS, AND COAST GUARD SPONSORS. In order to verify your dependent's DEERS enrollment form) it is necessary to review the dependent's information currently reflected in your official records. If the information provided on the DD Form 1172 you have just completed matches that information currently in your record, no additional documents or paperwork is required. However, if you have added or changed a dependent since you last updated your record, then clear, legible copies of such legal documents as a marriage certificate, divorce decree, birth certificates (additional children), and adoption decree, as applicable, should be forwarded with your completed DD Form 1172. If you are not sure whether your record currently reflects your dependents, copies of those legal documents listed above should be included.

Furthermore, if the information contained in your service record does not verify the dependents you have submitted for enrollment in DEERS, the necessary legal documents will be requested by separate correspondence.

Listed below are the legal documents required to verify dependency:

C3.5.5.1. Retirement orders (or DD Form 214, Certificate of Release or Discharge from Active Duty).

C3.5.5.2. Marriage certificate.

C3.5.5.3. Birth certificates of children.

C3.5.5.4. Death certificate of deceased sponsor.

C3.5.5.5. Certified copy of court order for adoption.

C3.5.5.6. Final divorce order/decreed.

C3.5.5.7. Copy of court order establishing paternity (illegitimate children).

C3.5.5.8. Statement from licensed physician or medical officer indicating physical handicap and period of incapacity (dependent children over 21 years old who are incapacitated); if USN or USMC dependent, then parent Service letter of authorization is required.

C3.5.5.9. Certificate of ineligibility for social security from the Social Security Administration (dependents over 65 years old who are ineligible for social security).

C3.5.5.10. DD Form 1300, Report of Casualty - required for widows and surviving children.

C3.5.5.11. Certificate of enrollment from school registrar for dependent children over 21.

C3.5.6. ADDITIONAL INSTRUCTIONS FOR ARMY AND AIR FORCE SPONSORS. The documents listed below must be visually reviewed to verify dependency. Copies of appropriate documents should be forwarded with your completed DD Form 1172.

C3.5.6.1. Retirement orders (or DD Form 214, Certificate of Release or Discharge from Active Duty).

C3.5.6.2. Marriage certificate.

C3.5.6.3. Birth certificates of children.

C3.5.6.4. Death certificate of deceased sponsor.

C3.5.6.5. Certified copy of court order for adoption.

C3.5.6.6. Final divorce order/decreed.

C3.5.6.7. Copy of court order establishing paternity (illegitimate children).

C3.5.6.8. Statement from licensed physician or medical officer indicating physical handicap and period of incapacity (dependent children over 21 years old who are incapacitated); if USN or USMC dependent) then parent Service letter of authorization is required.

C3.5.6.9. Certificate of ineligibility for social security from the Social Security Administration (dependents over 65 years old who are ineligible for social security).

C3.5.6.10. DD Form 1300, Report of Casualty - required for widows and surviving children.

C3.5.6.11. Certificate of enrollment from school registrar for dependent children over 21.

I.D. Card Sample

PHOTO	1. CARD NUMBER		Enter in block 15. CARD NO. ISSUED	
	2. ISSUE DATE		Enter in block 20. DATE ISSUED	
	3. EXPIRATION DATE			
	4. ISSUED TO		Enter in block 23. EXPIRATION DATE	
DATE OF BIRTH 9. OF BEARER	GRADE & NAME 10. OF SPONSOR			
SERVICE & STATUS 11. OF SPONSOR	SERVICE # 12. OF SPONSOR	Authorized Privilege Theater Exchange Limited Commissary Unlimited		Enter in block 14. PRIVILEGE AUTH

If 'YES' include 'MS' in block 14.

If 'YES' include 'MC' in block 14.

UNIFORMED SERVICES	15. MEDICAL CARE FACILITIES AUTHORIZED		Enter in block 19. MC EFFECTIVE DATE
	b. CIVILIAN (If yes, give effective date)		
16. PLACE OF ISSUE			
SIGNATURE	17. Issuing Officer		
	TYPED NAME AND GRADE		
WARNING: USE OF THIS AUTHORIZATION BY OTHER THAN PERSON NAMED THEREON, OR ANY USE IN VIOLATION OF PROVISIONS OF DEPENDENTS' MEDICAL CARE ACT OF 1956 RENDERS USER LIABLE FOR PROSECUTION UNDER APPLICABLE FEDERAL LAWS PERTAINING TO FALSE STATEMENTS. (18 USC 1001)		IF FOUND, DROP IN ANY MAIL BOX POSTMASTER, RETURN TO DEPARTMENT OF DEFENSE WASHINGTON, D.C. 20301	
DD FORM 1173 1 Mar 61		UNIFORMED SERVICES IDENTIFICATION & PRIVILEGES CARD	

DD FORM 1172

SECTION II - PERSONS FOR WHOM IDENTIFICATION CARDS ARE REQUESTED (INCLUDE YOURSELF WHEN APPLICABLE; <i>(List dependents claimed who will not be issued ID Cards in Section V, Item 60.)</i>			FOR USE OF VERIFYING OFFICER	FOR USE OF ISSUING OFFICER
11. NAME (Last - First - Middle Initial) - SSN (if applicable)	12. RELATIONSHIP	13. DATE OF BIRTH (Yr., Mo., Day)	14. PRIVILEGE AUTH <i>U</i>	15. CARD NO. ISSUED
16. ADDRESS (Include ZIP Code)	17. EYES	18. HAIR	19. MC EFFECTIVE DATE (Yr., Mo., Day)	20. DATE ISSUED (Yr., Mo., Day)
	21. HEIGHT	22. WEIGHT	23. EXPIRATION DATE (Yr., Mo., Day)	
24. NAME (Last - First - Middle Initial) - SSN (if applicable)	25. RELATIONSHIP	26. DATE OF BIRTH (Yr., Mo., Day)	27. PRIVILEGE AUTH <i>U</i>	28. CARD NO. ISSUED
29. ADDRESS (Include ZIP Code)	30. EYES	31. HAIR	32. MC EFFECTIVE DATE (Yr., Mo., Day)	33. DATE ISSUED (Yr., Mo., Day)
	34. HEIGHT	35. WEIGHT	36. EXPIRATION DATE (Yr., Mo., Day)	
37. NAME (Last - First - Middle Initial) - SSN (if applicable)	38. RELATIONSHIP	39. DATE OF BIRTH (Yr., Mo., Day)	40. PRIVILEGE AUTH <i>U</i>	41. CARD NO. ISSUED
42. ADDRESS (Include ZIP Code)	43. EYES	44. HAIR	45. MC EFFECTIVE DATE (Yr., Mo., Day)	46. DATE ISSUED (Yr., Mo., Day)
	47. HEIGHT	48. WEIGHT	49. EXPIRATION DATE (Yr., Mo., Day)	

U Abbreviated Privileges, i.e.: C—Commissary; Exchange, EL—Limited, EU—Unlimited, T—Theater; MC—Medical Care in Civilian Facilities; MS—Medical Care in Uniformed Services Facilities.

C3.5.7. INSTRUCTIONS FOR OBTAINING CERTIFIED COPIES OF REGISTERED PERSONAL DOCUMENTS. If you do not have appropriate documentation proving the relationship of your dependent or dependents, certified copies of registered personal documents (such as certificates of birth, adoption, marriage, divorce, and death) can be obtained by writing to the State where the event was registered (or State Department for children born overseas to U.S. citizens). An example of an application for a certified copy of a birth certificate follows the list of addresses.

NOTE: States usually charge a fee for this service. The list of addresses included in the retiree/survivor mail-out packet will show the latest available prices.

WRITE TO: Bureau of Vital Statistics
State Department of Health

AT THE ADDRESS SHOWN BELOW:

<u>State</u>	<u>Address</u>	<u>ZIP Code</u>
Alabama	Montgomery	36130
Alaska	Dept. of Health and Welfare Pouch H-02G, Juneau	99811
American Samoa	Registrar of Vital Statistics, Pago, Pago	96799
Arizona	P.O. Box 3887, Phoenix,	85030
Arkansas	4815 West Markham St., Little Rock	72201
California	410 N. St., Sacramento	95814
Canal Zone	Panama Canal Commission, APO Miami	34011
Colorado	4210 East 11th Ave., Denver	80220
Connecticut	79 Elm St., Hartford	06115
Delaware	State Health Bldg.	19901
DC, Washington	615 Pennsylvania Ave, N.W.	20004

Florida	P.O. Box 210, Jacksonville	32231
Georgia	47 Trinity Ave., S.W., Atlanta	30334
Guam	Dept. of Public Health and Social Service, P.O. Box 2816, Agana	96910
Hawaii	P.O. Box 3378, Honolulu	96801
Idaho	Statehouse, Boise	83720
Illinois	535 W. Jefferson St., Springfield	62761
Indiana	1330 West Michigan St., Indianapolis	46206
Iowa	Des Moines	50319
Kansas	6200 5. Topeka Ave., Topeka	66620
Kentucky	275 East Main St., Frankfort	40601
Louisiana	P.O. Box 60630, New Orleans	70160
Maine	State House, Augusta	04333
Maryland	P.O. Box 13146, Baltimore	21203
Massachusetts	Rm. 103 Ashburton Place, Boston	02108
Michigan	3500 North Logan St., Lansing	48914
Minnesota	717 Delaware St., S.E., Minneapolis	55440
Mississippi	P.O. Box 1700, Jackson	39205

Missouri	Jefferson City	65101
Montana	Helena	59601
Nebraska	Lincoln Building, Lincoln	68509
Nevada	Capitol Complex, Carson City	89710
New Hampshire	61 South Spring St., Concord	03301
New Jersey	Box 1540, Trenton	08625
New Mexico	P.O. Box 968, Santa Fe	87503
N.Y. State	Empire State Plaza, Albany	12237
N.Y. City	125 Worth St., New York	10013
North Carolina	P.O. Box 2091, Raleigh	27602
North Dakota	Bismark	58505
Ohio	G-20 Ohio Departs. 65 South Front St., Columbus	43215
Oklahoma	P.O. Box 53551, Oklahoma City	73105
Oregon	P.O. Box 116, Portland	97207
Pennsylvania	101 South Mercer St., P.O. Box 1528, New Castle	16103
Puerto Rico	Department of Health, San Juan	00908
Rhode Island	Rm. 101 Health Bldg., 75 Davis St., Providence	02908
South Carolina	2600 Bull St., Columbia	29201

South Dakota	Pierre	57501
Tennessee	Cordell Hull Bldg., Nashville	37219
Texas	1100 W. 49th St., Austin	78756
Utah	150 W. North Temple, Salt Lake City	84110
Vermont	State House, Montpelier	05602
Virginia	James Madison Bldg. Box 1000, Richmond	23208
Virgin Islands	Registrar of Vital Statistics,	00820
St. Thomas	St. Thomas or	
St. Croix	St. Croix	00820
Washington	P.O. Box 9709, Olympia	98504
West Virginia	State Office Bldg. No. 3, Charleston	25305
Wisconsin	P.O. Box 309, Madison	53701
Wyoming	State Office Bldg., Cheyenne	82002
Trust Territory of the Pacific Islands	Director, Medical Services, Saipan, Mariana Islands 25 + 10 per 100 words. Make check payable to Clerk of Court. Air Mail postage suggested	96950

For Children Born Overseas to U.S. Citizens, write to

Authentication Office 20025
 21st Street and Virginia Ave, N.W.,
 Washington, DC

Overseas Births - Passport Services, State Department,

Washington, DC 20524
 Use either Form FS 250 (Long Form) or FS 545 (Short Form).
 Make check payable
 to Department of State

Note: Some instruction sheets contain
 the incorrect ZIP code "40524" for this
 address; 20524 is correct.

Example of an Application for Obtaining
 a Certified Copy of a Birth Certificate

Please type or print clearly

Name at Birth	_____	Birth Order of Child	_____
	First Middle Last		1st, 2nd, etc.
Date of Birth	_____	Race	_____ Sex _____
	Month Day Year		
Place of Birth	_____	City	_____ State _____
Parents	_____	Father's Name	_____ Mother's Maiden Name _____
Number of copies wanted	_____	Certificate Number, if known	_____
Purpose for which needed?	_____	Relationship to child?	_____
Signature	_____		
Address	_____	City	_____ State _____ ZIP _____
	Number Street		

Figure C3.F1. Automatic Enrollment Procedures

	<u>ACTIVE DUTY</u>	<u>RETIRED</u>	<u>DEPENDENTS OF RETIRED AND OTHER BENEFICIARIES</u>
ARMY	Data elements extracted from military personnel automated files	Data elements extracted from finance automated files	Not automatic
NAVY	Same as above	Same as above	Not automatic
MARINE CORPS	Same as above	Same as above	Not automatic
AIR FORCE	Same as above	Same as above	Not automatic
COAST GUARD	Data elements extracted from Coast Guard computer systems	Data elements extracted from Coast Guard finance computer systems	
PUBLIC HEALTH SERVICE	Data elements extracted from personnel files and sent via tape by Commissioned Officers Systems Branch	Same as active duty	Not automatic
NOAA	Data elements submitted by agency	Sam as active duty	Same as active duty

Figure C3.F2. Manual Enrollment Procedures

	<u>DEPENDENTS OF ACTIVE DUTY</u>	<u>DEPENDENTS OF RETIRED</u>	<u>OTHER BENEFICIARIES</u>
ARMY	Preparation/verification of DD Form 1172 at MILPO servicing sponsor	DD Form 1172 submitted by sponsor to supporting installation	DD Form 1172 submitted by sponsor/applicant to supporting installation
NAVY	Preparation/verification of DD Form 1172 at PSD (Ashore)/PERS OFF (afloat) servicing sponsor	DD Form 1172 submitted by sponsor to NAVRESPERSCEN, New Orleans	DD Form 1172 submitted by sponsor/applicant to NAVMILPERSCEN
MARINE CORPS	Preparation/verification of DD Form 1172 at PER OFF servicing sponsor	DD Form 1172 submitted by sponsor to HQ Marine Corps (MSPA-3)	DD Form 1172 submitted by sponsor/applicant to HQ Marine Corps (MSPA-3)
AIR FORCE	Preparation/verification of DD Form 1172 at supporting CBPO	DD Form 1172 submitted by sponsor to supporting CBPO	DD Form 1172 submitted by sponsor/applicant to supporting CBPO
COAST GUARD	Preparation/verification of DD Form 1172 sponsor and personnel reporting units	DD Form 1172 submitted by sponsor to Retired Affairs Branch, Coast Guard HQ	DD Form 1172 submitted by sponsor/applicant to Retired Affairs Branch, Coast Guard HQ
PUBLIC HEALTH SERVICE	Preparation/verification of DD Form 1172 by sponsor and Comm Pers Ops Div at PHS HQ	DD Form 1172 submitted by sponsor to Comm Pers Ops Div at PHS HQ	DD Form 1172 submitted by sponsor/applicant to Comm Pers Ops Div at PHS HQ

Figure C3.F4. DEERS Enrollment - DD Form 1172

APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD				
DATA REQUIRED BY THE PRIVACY ACT OF 1974				
AUTHORITY: 10 U.S.C. 133 Executive Order 9397, 22 November 1943 (Social Security Number). PRINCIPAL PURPOSE(S): Is used by applicant to apply for a DD Form 1173, "Uniformed Services Identification and Privilege Card." ROUTINE USE(S): Is used by appropriate authority to evaluate an applicant's eligibility to be issued a DD Form 1173, "Uniformed Services Identification and Privilege Card." The DOD Enrollment/Eligibility System will be a routine user of information provided on this application. DISCLOSURE: Mandatory for Active Duty military personnel. Failure to complete the form may result in disciplinary or administrative action. Voluntary for all other persons. However, failure to furnish all information, including SSN, could delay or prevent the issuance of an ID Card to persons otherwise eligible.				
SECTION I - IDENTIFICATION OF PERSON UPON WHOM ELIGIBILITY FOR DD FORM 1173 IS BASED				
1. NAME (Last - First - Middle Initial)	2. SSN	3. GRADE	4. HOME PHONE	5. OFFICE PHONE
6. ADDRESS (Include ZIP Code)	7. BRANCH OF SVC	8. STATUS		
		<input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RETIRED <input type="checkbox"/> 100% DAV <input type="checkbox"/> DECEASED AD <input type="checkbox"/> DECEASED RETIRED <input type="checkbox"/> OTHER (Specify, Item 60)		
9. DATE OF EXPIRATION OF SERVICE OR CONTRACT (for death)		10. REASON FOR APPLICATION		
		<input type="checkbox"/> ORIGINAL CARD(S) <input type="checkbox"/> OTHER (Specify, Item 60)		
SECTION II - PERSONS FOR WHOM IDENTIFICATION CARDS ARE REQUESTED (INCLUDE YOURSELF WHEN APPLICABLE) <small>(List dependents claimed who will not be issued ID Cards in Section V, Item 60.)</small>				
FOR USE OF VERIFYING OFFICER		FOR USE OF ISSUING OFFICER		
11. NAME (Last - First - Middle Initial) - SSN (if applicable)	12. RELATIONSHIP	13. DATE OF BIRTH (Yr., Mo., Day)	14. PRIVILEGE AUTH <i>J</i>	15. CARD NO. ISSUED
16. ADDRESS (Include ZIP Code)	17. EYES	18. HAIR	19. MC EFFECTIVE DATE (Yr., Mo., Day)	20. DATE ISSUED (Yr., Mo., Day)
	21. HEIGHT	22. WEIGHT	23. EXPIRATION DATE (Yr., Mo., Day)	
24. NAME (Last - First - Middle Initial) - SSN (if applicable)	25. RELATIONSHIP	26. DATE OF BIRTH (Yr., Mo., Day)	27. PRIVILEGE AUTH <i>J</i>	28. CARD NO. ISSUED
29. ADDRESS (Include ZIP Code)	30. EYES	31. HAIR	32. MC EFFECTIVE DATE (Yr., Mo., Day)	33. DATE ISSUED (Yr., Mo., Day)
	34. HEIGHT	35. WEIGHT	36. EXPIRATION DATE (Yr., Mo., Day)	
37. NAME (Last - First - Middle Initial) - SSN (if applicable)	38. RELATIONSHIP	39. DATE OF BIRTH (Yr., Mo., Day)	40. PRIVILEGE AUTH <i>J</i>	41. CARD NO. ISSUED
42. ADDRESS (Include ZIP Code)	43. EYES	44. HAIR	45. MC EFFECTIVE DATE (Yr., Mo., Day)	46. DATE ISSUED (Yr., Mo., Day)
	47. HEIGHT	48. WEIGHT	49. EXPIRATION DATE (Yr., Mo., Day)	
<i>J</i> Abbreviated Privileges, i.e.: C-Commissary; Exchange, EL-Limited, EU-Unlimited; T-Theater; MC-Medical Care in Civilian Facilities; MS-Medical Care in Uniformed Services Facilities.				
SECTION III - VERIFICATION BY PERSONNEL OFFICER OR OTHER RESPONSIBLE OFFICIAL OF SPONSOR'S SERVICE				
The status of the persons named in Section II has been verified, issue of DD Form 1173 by any U.S. Uniformed Service Activity is authorized, benefits and privileges to which entitled, effective and expiration date of eligibility for each named person are verified, issuing agency is requested to (A) issue DD Form 1173 upon presentation of this application, (B) enter in the appropriate column of Section II the card number issued with the date issued, (C) if dependents are claimed who will not be issued ID Cards in Section V, Item 60, send a copy of this application to DOD Enrollment/Eligibility Processing Center, OSD/HA, Rm. 3E173, Pentagon, Washington, D.C. 20301, (D) complete Section IV of this application form and return it to the organization designated in Item 50.				
50. ORGANIZATION AND MAILING ADDRESS OF VERIFYING OFFICER	51. TYPED NAME, GRADE, AND TITLE		52. SIGNATURE	
SECTION IV - AUTHENTICATION BY ISSUING AGENCY				
53. ISSUING OFFICER - Ensure Items 61 and 62 are completed and signed. A notation of the receipt and destruction or complete accounting of the previously issued card must be made in Item 59. Upon issue, forward one copy to the activity holding the service record of the sponsor or to the verifying activity.				
54. ORGANIZATION OF ISSUING OFFICER (Include UIC)	55. TYPED NAME, GRADE, AND TITLE		56. SIGNATURE	
57. <input type="checkbox"/> RECEIPT OF CARD(S) IS ACKNOWLEDGED	58. DATE ACKNOWLEDGED	59. SIGNATURE OF CARD RECIPIENT		

DD FORM 1172
1 JAN 79

PREVIOUS EDITION IS OBSOLETE

Figure C3.F4. DEERS Enrollment, continued

SECTION V - STATEMENT OF UNIFORMED SERVICES OR CIVILIAN SPONSOR; OTHERWISE THE APPLICANT	
58. STATE MARITAL STATUS (Check appropriate box(es) and complete entries as applicable.)	
<input type="checkbox"/> MARRIED	<input type="checkbox"/> SEPARATED
<input type="checkbox"/> DIVORCED/ ANNULLED	<input type="checkbox"/> ANNULLED AS INITIO
<input type="checkbox"/> UNMARRIED (surviving) SPOUSE	<input type="checkbox"/> UNREMARIED (surviving) SPOUSE
DEFINITION	
UNMARRIED (surviving) SPOUSE - A spouse who has married subsequent to the death of the sponsor and has had that marriage terminated by death, decree of divorce or decree of annulment.	
UNREMARIED (surviving) SPOUSE - A spouse who has never remarried or never legally remarried as in the case of an "AB INITIO" annulment. Spouses in this category would not lose their benefits.	
a. <input type="checkbox"/> Lawful marriage to the spouse named took place at _____ (Place) _____ OR _____ (Date: Yr., Mo., Day)	
b. <input type="checkbox"/> I am the unmarried (surviving) spouse of the sponsor named in Section I, whose subsequent marriage terminated in divorce, annulment or death. I understand that I may not be entitled to medical care as administered by the Department of Defense. In the event of annulment, a special finding authorizing medical care must be made by the Parent service of the sponsor.	
c. <input type="checkbox"/> Child(ren) listed in Section II is (are) unmarried and legitimate child(ren), illegitimate child(ren) of a male sponsor whose paternity has been judicially determined, illegitimate child(ren) of record of a female sponsor who has been judicially directed to support the child(ren), adopted child(ren), or stepchild(ren), who is (are) legitimate child(ren) of the spouse of the active duty, retired, or deceased member listed in Section I; and (1) the child(ren) named is (are) less than 21 years of age; or (2) 21 years of age and over and (a) is incapable of self-support because of a mental or physical incapacity that existed prior to his or her reaching the age of 21, the incapacity has been continuous and the child(ren) is (are), in fact, dependent upon the sponsor for over fifty (50) percentum of his or her support (or who was so dependent on sponsor at the time of death); or (b) has not passed his or her twenty-third birthday, is pursuing a fulltime course of education in an institution of higher learning approved by the Secretary of Defense or the Secretary of Health, Education and Welfare (as appropriate) or by a state agency under Title 38, U.S.C., Chapter 34, Veteran's Educational Assistance, and Chapter 35, War Orphans' and Widows' Educational Assistance, of Title 38 U.S.C., is carrying a course load of a minimum of twelve (12) semester credit hours or equivalent hours and is (or was at the time of the member's death) dependent upon the member for over fifty (50) percentum of his or her support.	
d. <input type="checkbox"/> Child(ren) listed in Section II is (are) unmarried and illegitimate child(ren) of a male sponsor whose paternity has not been judicially determined, illegitimate child(ren) of record of a female sponsor or illegitimate child(ren) of the spouse of a sponsor (i.e., the sponsor's stepchild(ren), or stepchild(ren) of a deceased member or retiree at time of death) who resides with or in a home provided by the sponsor, or which was being provided by the deceased member or retiree at the time of death, and who is and continues to be dependent upon the sponsor for over fifty (50) percentum of his or her support or who was dependent on the deceased member or retiree at the time of death; that the child(ren) named is (are) less than 21 years of age or is (are) 21 years of age and over and is (1) incapable of self-support because of a mental or physical incapacity that existed prior to his or her reaching the age of 21, and the incapacity has been continuous and who continues to be dependent upon the sponsor or (2) has not passed his or her twenty-third birthday, is pursuing a full-time course of education in an institution of higher learning approved by the Secretary of Defense or the Secretary of Health, Education and Welfare (as appropriate) or by a state agency under Title 38, U.S.C., Chapter 34, Veteran's Educational Assistance, and Chapter 35, War Orphans' and Widows' Educational Assistance, of Title 38, U.S.C., is carrying a course load of a minimum of twelve (12) semester hours or equivalent hours and is (or was at the time of the member's death) dependent upon the member for over fifty (50) percentum of his or her support.	
NOTE: Section II - In those special circumstances which permit children over 21 entitlement to medical care, indicate after date of birth, (INCT) for a temporarily incapacitated child, (INCP) for a permanently incapacitated child or (SCH) for attendance at approved school. Enter under Item 60, REMARKS, the name of the institution of higher learning and expected date of graduation.	
e. <input type="checkbox"/> I am the parent, adoptive parent, parent-in-law, or adoptive parent-in-law of the sponsor named in Section I and at the time of his or her death, I and all other parents, adoptive parents, parents-in-law, or adoptive parents-in-law named herein resided in the household of (or, for medical care purposes, in a dwelling place provided or maintained by) said sponsor, and were in fact dependent upon him or her for over one-half of our support. I understand that I am not entitled to CHAMPUS.	
f. <input type="checkbox"/> I am the legal guardian of the dependent or dependents of the sponsor named in Section I, and further certify that the named dependents meet the criteria for eligibility as indicated by blocks checked above.	
g. <input type="checkbox"/> All parents, adoptive parents, parents-in-law, or adoptive parents-in-law named are in fact dependent upon me for over one-half of their support and actually reside in my household or in a dwelling provided or maintained by me and, therefore, are eligible for benefits such as commissary stores, exchange and medical care. I understand my parents, adoptive parents, parents-in-law, or adoptive parents-in-law are not entitled to CHAMPUS.	
h. <input type="checkbox"/> I am entitled to retired, retirement, or retainer pay or equivalent pay as a result of service in a uniformed service.	
59. DISPOSITION OF PREVIOUSLY ISSUED CARDS	
<input type="checkbox"/> CARD NO. _____ RETURNED AND DESTROYED	
<input type="checkbox"/> PREVIOUSLY ISSUED CARD LOST (Cite circumstances in Item 60, REMARKS.)	
<input type="checkbox"/> PREVIOUSLY ISSUED CARD STOLEN (Cite circumstances in Item 60, REMARKS.)	
60. REMARKS (List dependents claimed who will not be issued an ID Card. For each dependent provide name, date of birth, relationship to sponsor, SSN if applicable, and address if different from sponsor or applicant.)	
SECTION VI - CONDITIONS APPLICABLE TO SPONSOR	
I understand that the actions of the recipient(s) of DD Form 1173, Uniformed Services Identification and Privilege Card, issued as a result of this application are my responsibility insofar as proper use of the card for the benefits and privileges, i.e., medical care, exchange, commissary and theater, authorized. I will cause the recipient to surrender the card immediately upon call to do so or when appropriate under applicable regulations and will notify an agency designated to grant authorizations for privileges and facilities in event of any change in status affecting a recipient's eligibility therefor.	
I am aware that medical care furnished in uniformed services facilities is subject to availability of space, facilities and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his designee, as to availability of space, facilities and the capabilities of the medical staff shall be conclusive. Reimbursement shall be required for any unauthorized medical care furnished at Government expense. PENALTY FOR PRESENTING FALSE CLAIMS OR MAKING FALSE STATEMENTS IN CONNECTION WITH CLAIMS: FINE OF NOT MORE THAN \$10,000 OR IMPRISONMENT FOR NOT MORE THAN FIVE YEARS OR BOTH. (Act 25, June 1948, 18 U.S.C. 287, 1001.)	
61. DATE OF APPLICATION	62. SIGNATURE OF SERVICE SPONSOR OR APPLICANT

REVERSE OF DD FORM 1172

Figure C3.F5. DEERS Batch Transmittal Form - DD Form 2268

DEERS BATCH TRANSMITTAL FORM																									
1. FROM:	2. TO:																								
a. NAME OF ORGANIZATION	DEERS Enrollment Processing Center Post Office Box 1328 Santa Barbara, CA 93101																								
b. ORIGINATING OFFICE/CODE																									
c. MAILING ADDRESS (Include Street Address, City, State, ZIP Code)																									
3. NUMBER OF DOCUMENTS ENCLOSED:																									
4. TRANSMITTAL NUMBER:																									
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 15%; text-align: center;">_____ </td> <td style="border: none; width: 45%; text-align: center;">_____ </td> <td style="border: none; width: 20%; text-align: center;">_____ </td> <td style="border: none; width: 20%; text-align: center;">_____ </td> </tr> <tr> <td style="border: none; text-align: center; font-size: small;">Branch of Service</td> <td style="border: none; text-align: center; font-size: small;">UIC/PAS Code/RUC/OPFAC</td> <td style="border: none; text-align: center; font-size: small;">Day of Year</td> <td style="border: none; text-align: center; font-size: small;">Batch Number</td> </tr> </table>		_____	_____	_____	_____	Branch of Service	UIC/PAS Code/RUC/OPFAC	Day of Year	Batch Number																
_____	_____	_____	_____																						
Branch of Service	UIC/PAS Code/RUC/OPFAC	Day of Year	Batch Number																						
5. SIGNATURE:	6. DATE: (YYMMDD)																								
<p style="text-align: center;">INSTRUCTIONS</p> <p>This form shall be used when mailing DD Forms 1172 to DEERS. Additional instructions are contained in the DEERS Program Manual, DoD 1341.1-M, or in related Service guidelines.</p> <p>BLOCK 1:</p> <ul style="list-style-type: none"> a. Give complete name of submitting activity. Abbreviate as necessary. Use no more than 24 characters. Example: Abbreviate Fighter Squadron Three Zero One as FITRON 301. b. Give internal routing indicator, office code, Base PO Box, as appropriate. Use no more than 24 characters. Example: ATTN: AFZT-AG-P. c. Give complete street address or base name and city, state, and ZIP code. Spell out the city for CONUS addresses. Use no more than 24 characters. Example: 2100 L Street Naval Air Station Jacksonville, FL 32212 <p>BLOCK 2: Self-explanatory.</p> <p>BLOCK 3: Enter number of DD Forms 1172 being enclosed. Batch documents in numbers not to exceed fifty (50) per transmittal form.</p> <p>BLOCK 4: Branch of Service:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A — Army</td> <td style="width: 50%;">P — Coast Guard</td> </tr> <tr> <td>N — Navy</td> <td>E — Public Health Service</td> </tr> <tr> <td>M — Marine Corps</td> <td>I — National Oceanic and Atmospheric Administration</td> </tr> <tr> <td>F — Air Force</td> <td>O — Other</td> </tr> </table> <p>UIC/PAS Code/RUC/OPFAC: Enter 8-character unique identifier. If appropriate identifier code for your organization is less than 8 characters, precede it with zeroes.</p> <p>Day of Year: Enter 3-digit date code. Example: March 9, 1981 is 068.</p> <p>Batch Number: Enter 3-digit batch sequence number (001-999). For the first batch of each new Day of Year, begin with 001.</p> <p>BLOCK 5: Enter signature of individual forwarding batch.</p> <p>BLOCK 6: Enter 6-digit date. Example: March 9, 1981 is 810309.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Special Coding Instructions</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Use O</td> <td style="padding: 2px;">for letter O</td> </tr> <tr> <td style="padding: 2px;">Use 0</td> <td style="padding: 2px;">for number zero</td> </tr> <tr> <td style="padding: 2px;">Use Z</td> <td style="padding: 2px;">for letter Z</td> </tr> <tr> <td style="padding: 2px;">Use 2</td> <td style="padding: 2px;">for number two</td> </tr> <tr> <td style="padding: 2px;">Use I</td> <td style="padding: 2px;">for letter I</td> </tr> <tr> <td style="padding: 2px;">Use 1</td> <td style="padding: 2px;">for number one</td> </tr> <tr> <td style="padding: 2px;">Use L</td> <td style="padding: 2px;">for letter L</td> </tr> </tbody> </table>		A — Army	P — Coast Guard	N — Navy	E — Public Health Service	M — Marine Corps	I — National Oceanic and Atmospheric Administration	F — Air Force	O — Other	Special Coding Instructions		Use O	for letter O	Use 0	for number zero	Use Z	for letter Z	Use 2	for number two	Use I	for letter I	Use 1	for number one	Use L	for letter L
A — Army	P — Coast Guard																								
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Use 1	for number one																								
Use L	for letter L																								

DD FORM 2268
82 APR

Figure C3.F6. Acknowledgement Report

NAME: _____

ADDRESS: (Submitting _____ activity _____ address) _____ (Submitting _____ activity _____ address) _____

ACKNOWLEDGEMENT REPORT

REPORT DATE: 09/25/80

1172's NO.	SENT: 014	TRANSMITTAL NO.	DATE TRANSMITTAL SENT	BATCH
	RECD: 014	A-OWAKZAA-255-096-0	80/09/11	80260056

SSN	NAMES	BRCH REL SVCE	ICN	I	II	III	IV
111-22-3333	LEAVEOFF RANDI	T A	80260056001	ACKNOWLEDGED			
001-33-5555	CATER JAMES	S A	80260056002	ACKNOWLEDGED			
123-45-9876	PANOLI FRANCIS	A A	80260056003	ACKNOWLEDGED			
321-65-6789	DOE JOHN	A A	80260056004	ACKNOWLEDGED			
334-44-5656	SMITH CHARLIE	L A	80260056005	BLANK V.O. SIGNTRE			
432-10-0123	STARLINGS JERRY	B A	80260056006	ACKNOWLEDGED			
904-63-9986	DOCKTER JOHN	A A	80260056007				
	DEPENDENT ALMA	D		ILLEG BIRTHDATE			
631-00-2020	WEAR DENNIS	W A	80260056008	ACKNOWLEDGED			
444-55-0000	SMYTHE ALBERT	P A	80260056009	ACKNOWLEDGED			
577-88-9999	BERRY WALLACE	F A	80260056010	ACKNOWLEDGED			
777-99-0000	LAUNDRY JOSEPH	Q A	80260056011	ACKNOWLEDGED			
111-22-3333	PARKER PETER	A A	80260056012	ACKNOWLEDGED			
333-11-9999	ANDRE GENE	F A	80260056013	ACKNOWLEDGED			
*BAD-SS-NUMBER	PITTS RODGER	V A	80260056014	BLANK REL-TO-SPSR			
	DEPENDENT-- RODGER			BLANK REL-TO-SPSR			
	DEPENDENT-- PAMELA			BLANK REL-TO-SPSR			

ATTENTION: PERSONNEL OFFICER

THIS REPORT ACKNOWLEDGES THE RECEIPT OF THE LISTED DD1172 FORMS. EACH 1172 HAS BEEN THROUGH AN INITIAL SCREENING PROCESS. ANY ERRORS THAT HAVE BEEN DETECTED ARE LISTED TO THE RIGHT OF THE DOCUMENT ON THE REPORT AND THE 1172 IS ATTACHED. ONCE THE 1172 HAS BEEN CORRECTED IT SHOULD BE RETURNED TO US FOR PROCESSING. THE ATTACHED 1172 SHOULD BE RETURNED WITH CORRECTIONS MADE ON IT. IN CASES WHERE IT IS NOT POSSIBLE TO MAKE CORRECTIONS ON THE ATTACHED 1172, A NEW COPY MAY BE SUBMITTED WITH IT. RETURN THE 1172s TO THE ADDRESS INSIDE THE ASTERISK BOX ABOVE.

 *MAIL TO: *
 * DEERS ENROLLMENT *
 * PROCESSING CENTER *
 * POST OFFICE BOX 1328 *
 * SANTA BARBARA, CA 93101 *

Figure C3.F7. DD Form 1172 Processing Memo - DEERS Form 1



OFFICE OF THE SECRETARY OF DEFENSE

DEERS PROGRAM OFFICE

DEERS
SUPPORT OFFICE

MEMORANDUM FOR DD FORM 1172 VERIFYING OFFICER

SUBJECT: DEERS DD FORM 1172 Processing

Thank you for your prompt processing of the DD Form 1172. Unfortunately, the following information is missing/illegible/invalid or incomplete:

SECTION I

- Sponsor Last/First Name missing/illegible Block No. ____
- Sponsor SSN missing/illegible/invalid Block No. ____

SECTION II

- Last/First Name missing/illegible Block No. ____
- Relationship missing/illegible/invalid/incomplete Block No. ____
- Date of Birth missing/illegible/invalid/incomplete Block No. ____
- Dependent must be in school or incapacitated to be claimed if 21 or over Block No. ____
- Dependent must be incapacitated if 23 or over Block No. ____
- Privileges missing/illegible Block No. ____
- MC Effective date missing/illegible/invalid/incomplete Block No. ____

OTHER

- Not Verified/Verification incomplete Block No. ____
- Document illegible
- Sponsor Signature missing
- _____ Block No. ____

Without this information, the Enrollment Processing Center cannot enroll these applicants. As a result, they will not be on the eligibility file for medical benefits which may cause lengthy administrative delays.

Please check your files and correct the information noted above. If the sponsor has been transferred, please forward. This office does not need to be advised of such a referral. The DD Form 1172 must be returned to:

DEERS Enrollment Processing Center
Post Office Box 1328
Santa Barbara, California 93101

Thank you for your assistance.

DEERS FM 1 (APR 82)

Figure C3.F8. DEERS Enrollment Processing Center Workflow

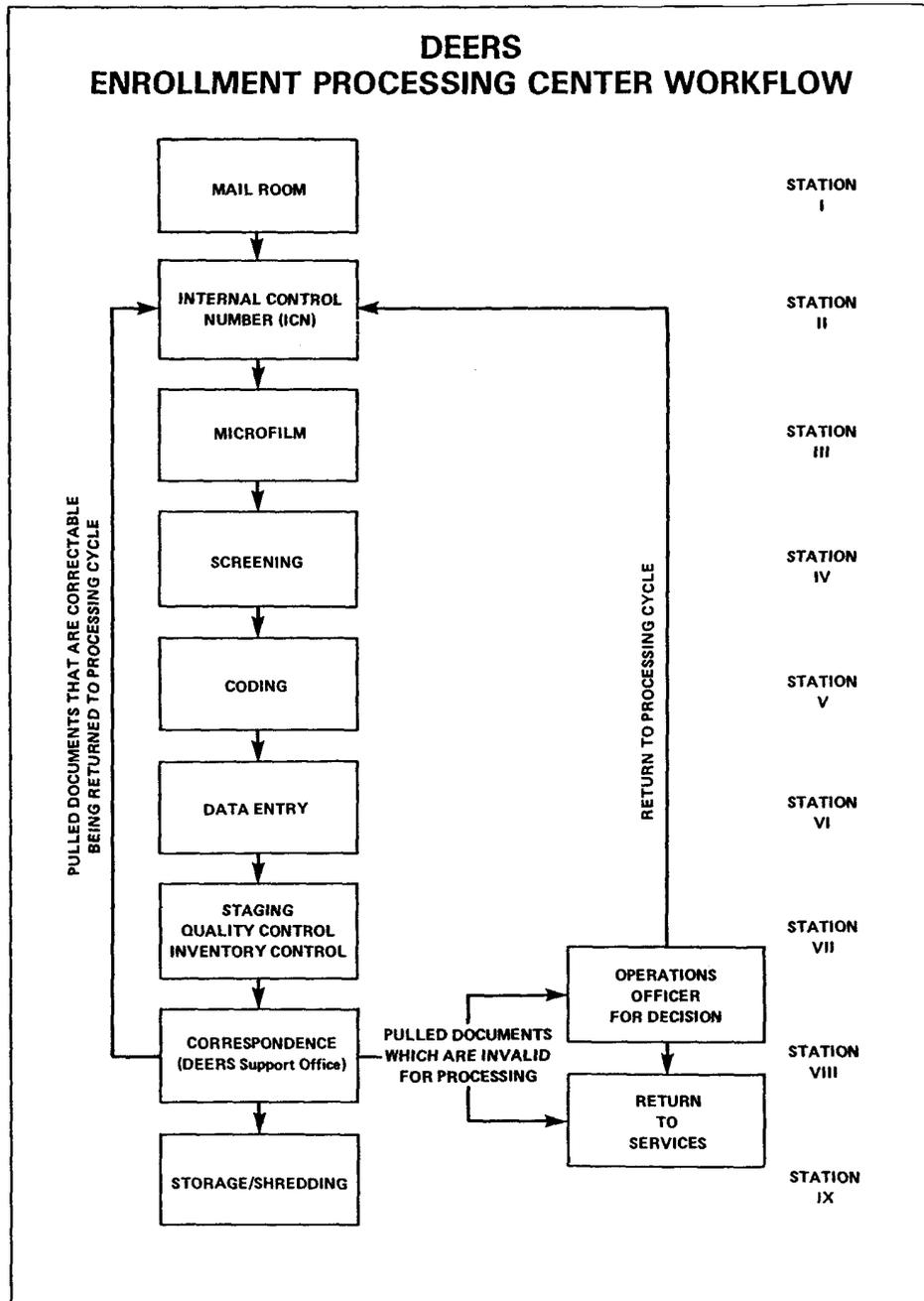


Figure C3.F9. DD Form 1172 Processing Memo - DEERS Form 2



OFFICE OF THE SECRETARY OF DEFENSE
DEERS PROGRAM OFFICE

DEERS
SUPPORT OFFICE

(Date)

MEMORANDUM FOR _____

SUBJECT: DEERS DD FORM 1172 Processing

During a recent edit of the DEERS DD Form 1172 Master File, the DEERS Support Office discovered a discrepancy regarding the spouse of:

Sponsor Name

Social Security Number

Status

Branch of Service

To correct this discrepancy please complete the following:

1. Place an X in the box NEXT to the Spouse whose ELIGIBILITY IS TO BE TERMINATED:

[] _____
Name

[] _____
Name

Date of Birth

Date of Birth

Social Security Number

Social Security Number

2. Place an X in the box that indicates the reason for eligibility termination:

[] Divorce

[] Death

3. Complete the effective date of termination of eligibility:

YYYY MMM DD

4. Sign Below and complete your mailing address:

Verifying Officer Signature

Address

City, State, ZIP

Mail the completed letter to:

DEERS SUPPORT OFFICE
2100 Garden Road, Suite B-2
Monterey, CA 93940

Thank you for your assistance.

DEERS FM 2 (Apr 82)

Figure C3.F10. DD Form 1172 Processing Audit Memo - DEERS Form 3



DEERS
SUPPORT OFFICE

OFFICE OF THE SECRETARY OF DEFENSE
DEERS PROGRAM OFFICE

MEMORANDUM FOR DD FORM 1172 VERIFYING OFFICER

SUBJECT: DEERS DD Form 1172 Processing Audit

During a recent edit of the DEERS DD 1172 Master File, the DEERS Support Office discovered a discrepancy which appears to be due to incorrect or missing information on the enclosed DD Form(s) 1172. The specific problem(s) is checked below.

- Sponsor's last name
- Sponsor's SSN
- Dependent's First Name/Block No. _____
- Dependent's Date of Birth/Block No. _____
- Dependent's Relationship/Block No. _____
- Dependent's SSN/Block No. _____
- Other _____ Block No. _____

To correct this discrepancy please take the following actions:

- a. Submit a new DD Form 1172 with the corrected information stapled to the erroneous DD Form 1172. The Verifying Officer must sign this new DD Form 1172. It is essential to return all of the DD Forms 1172.
- b. Return all the DD Forms 1172 to DEERS Support Office, 2100 Garden Road, Suite B-2, Monterey CA 93940.
- c. If the sponsor has transferred, request you forward this letter and the enclosed DD Forms 1172 to the sponsor's new unit for corrections as indicated above. You need not inform the DEERS Support Office of this referral.

DEERS FM 3 (APR 82)

C4. CHAPTER 4

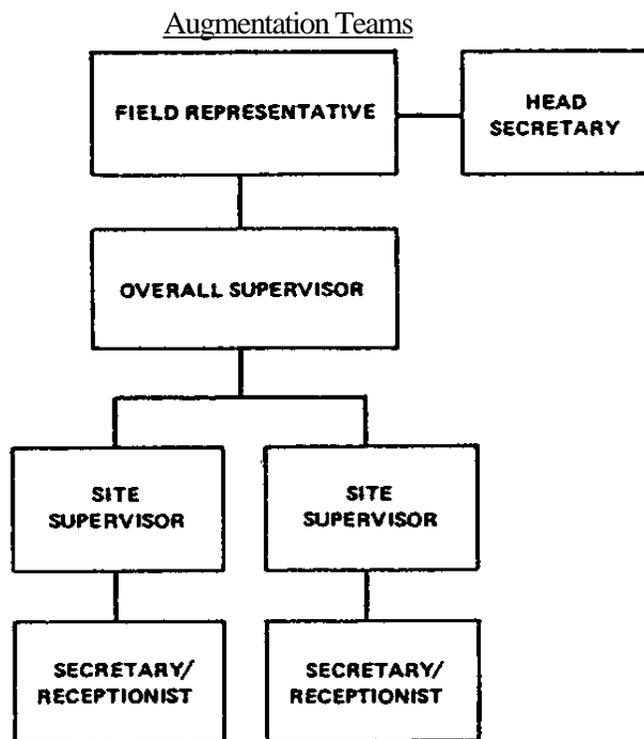
AUGMENTEES

C4.1. GENERAL

C4.1.1. This chapter provides information for DEERS project officers at all levels concerning the use of temporary personnel support. It provides background concerning the need for augmentees, job descriptions, and procedural guidance.

C4.1.2. Some Uniformed Service activities have found that, due to administrative personnel shortages or excessive workloads, timely and efficient enrollment during an intensified enrollment phase cannot always be accomplished. Accordingly, on a selective basis in densely populated Service communities, the DEERS Program Office provides some administrative relief through contractor-furnished personnel (augmentees). These personnel are available only for support related to DEERS activities. Augmentees are also furnished on a selective basis to MTFs and DTFs during the initial eligibility-checking periods. These personnel, under contractor supervision (field representatives), are to provide initial relief from additional workloads and to train MTF and DTF personnel in eligibility-checking operations and procedures.

C4.1.3. Augmentation teams consist of field representatives and temporary augmentees, hired from local temporary agencies, and organized as follows:



The field representative, acting as the DoD agent, shall contact the local commander to determine the required number and placement of augmentees. The contractor shall decide on a competitive basis which temporary agency can provide the best service for each installation for each phase.

C4.2. FIELD REPRESENTATIVES

C4.2.1. Field representatives are full-time employees of the contractor. They will cover all Uniformed Services installations for a given area within an implementation phase. There will usually be several field representatives working in each phase.

C4.2.2. It is the responsibility of the field representative to coordinate the enrollment effort with the Uniformed Service project and liaison officers. It is the responsibility of the local bases to provide space for the DEERS enrollment offices and to equip these offices with desks) typewriters) supplies, phone lines) and miscellaneous office supplies. (See Chapter 3.)

C4.2.3. Other responsibilities of the field representative are listed below:

C4.2.3.1. Determining the number of augmentees needed based upon population counts.

C4.2.3.2. Training and supervising the augmentees.

C4.2.3.3. Presenting DEERS briefings and providing materials to assist the DEERS project officer in giving briefings via the commander's calls, weekly unit meetings, or any other interested group requesting a briefing.

C4.2.3.4. Establishing periodic contact with the information liaison officers to assist in the information dissemination effort.

C4.2.3.5. Producing weekly status reports for the Department of Defense, showing current progress and any concerns about DEERS implementation.

C4.2.3.6. Meeting periodically with

C4.2.3.6.1. Local base-level DEERS project officer

C4.2.3.6.2. Liaison officers representing the following activities

C4.2.3.6.2.1. Personnel office

C4.2.3.6.2.2. ID card office

C4.2.3.6.2.3. MTFs and DTFs

C4.2.3.6.2.4. Information/public affairs office

C4.2.3.6.2.5. Communications office

C4.2.3.6.2.6. Data processing support

C4.2.3.6.2.7. Supply office

C4.2.4. Following intensified enrollment) a maintenance representative, employed by the contractor, shall be assigned to continue the liaison function with base-level project officers. One maintenance representative usually covers several states.

C4.3. AUGMENTEES' JOB DESCRIPTIONS

C4.3.1. Overall Supervisor

C4.3.1.1. Main areas of responsibility include personnel, recordkeeping, and communication between sites. The overall supervisor is directly responsible to the field representative and maintains liaison with the temporary agency hiring the augmentees.

C4.3.1.2. The overall supervisor works closely with the site supervisors in scheduling the augmentees, training of augmentees, and maintaining adequate supplies.

C4.3.1.3. The overall supervisor acts as liaison between the augmentee staff and the military personnel involved with the program.

C4.3.1.4. The overall supervisor is responsible for resolving augmentee personnel problems under the supervision of the field representative. The overall supervisor works closely with the temporary agency and, with the approval of the field representative, makes requests for personnel changes or additions.

C4.3.1.5. The overall supervisor has frequent telephone contact with the area sites to maintain up-to-date records and to deal with personnel problems. Periodic visits to all sites shall be necessary to collect forms, disperse supplies, and establish and maintain rapport with the site supervisors and secretary/receptionists.

C4.3.1.6. The overall supervisor also is responsible for keeping payroll records on all augmentees for that area.

C4.3.2. Head Secretary

C4.3.2.1. The head secretary is directly responsible to the field representative, and also works closely with the overall supervisor and site supervisors.

C4.3.2.2. The head secretary's responsibilities include the following:

C4.3.2.2.1. Typing reports and correspondence for the field representative.

C4.3.2.2.2. Typing reports and forms for the overall supervisor.

C4.3.2.2.3. Maintaining weekly time sheets for payroll purposes.

C4.3.2.2.4. Answering the telephone giving information on DEERS inquiries.

C4.3.2.3. The head secretary also fills in as a typist with customers, as needed, and assists the site supervisor in the batching and filing of the DD Forms 1172. In locations processing retirees through mail-ins, the head secretary may be called upon to collect mail from the post office, to sort mail, and to assist in the processing of these mail-ins.

C4.3.3. Site Supervisor

C4.3.3.1. The main area of responsibility for site supervisors is to ensure the overall success of the DEERS project by maintaining a well-trained, efficient, courteous, and customer-oriented work force. The site supervisor is under the direct supervision of the overall supervisor of that area.

C4.3.3.2. The site supervisor ensures that each secretary/receptionist has the guidance, handouts, and materials necessary to function efficiently and accurately as they process applicants.

C4.3.3.3. The site supervisor schedules necessary training sessions concerning required documents to effect enrollment as well as instructions for completing the DD Form 1172 according to the "DEERS Program Manual" and appropriate Uniformed Service guidelines.

C4.3.3.4. The site supervisor shall schedule secretary/receptionists so as to maintain an adequate work force to handle applicants, making adjustments as necessary. All secretary/receptionists are directly responsible to the site supervisor, who shall consider requests for leave and approve or disapprove such requests depending on the workload.

C4.3.3.5. The site supervisor is responsible for the courteous and efficient processing of all applicants and is available to answer questions or to direct questions to the Uniformed Service verifying officer for clarification.

C4.3.3.6. The site supervisor shall collect completed DD Forms 1172 from the secretary/receptionists; review the forms for accuracy and neatness; maintain a continuous count as the forms are processed; give them to the verifying officer for approval; and collect them after they have been signed. Once signed by the Uniformed Service verifying officer, the site supervisor prepares the forms in batches, following the instructions given in the "DEERS Program Manual."

C4.3.3.7. The site supervisor is responsible for mailing all batches as soon as they are completed.

C4.3.3.8. The site supervisor shall ensure the processing of all mail-in applications.

C4.3.4. Secretary/Receptionist

C4.3.4.1. The secretary/receptionist is directly responsible to the site supervisor. The secretary/receptionist works directly with the applicant by typing the DD Form 1172 from the information given by the applicant, reviewing the required documents provided by the applicant, and answering any questions the applicant may have concerning the DEERS program.

C4.3.4.2. The secretary/receptionist shall refer any problems or questions to the site supervisor or Uniformed Service verifying officer.

C4.3.4.3. In locations servicing retirees through mail-ins, the secretary/receptionist shall process the DD Forms 1172 and address envelopes for returning documents to the retiree.

C4.3.4.4. In some situations, the secretary/receptionist may assist in updating active duty service personnel records.

C4.4. PROCEDURAL GUIDANCE

This section is intended to clarify for the Uniformed Service project officers the use of augmentees. These personnel cannot and may not verify DD Forms 1172, but they can assist in the verification process. The following situations provide guidance to the project officers in the use of augmentees.

C4.4.1. Sponsors Geographically Separated From Their Dependents. ADD Form 1172 brought in by a dependent that is not signed by the sponsor must be given to the verifying officer or project officer to mail to the sponsor's command for signature. It cannot be left with the dependent to mail to his or her sponsor for signature. (Refer to paragraph C4.4.8. for hardship cases.)

C4.4.2. Survivors. Augmentees shall process only those DD Forms 1172 in which the applicant has indicated appropriate marital status in Block 58 and has signed Block 62. All other DD Forms 1172 shall be given to the verifying officer for determination of eligibility.

C4.4.3. Sponsor's Signature Is Required. However, if the sponsor has signed the originally submitted DD Form 1172 and it is retyped because of illegibility, Block 62 may contain the words "Signed by Sponsor."

C4.4.4. Letters of Incapacitation. In order for these letters to be accepted by augmentees as legal documentation, the following information must be contained:

C4.4.4.1. Date of onset must be prior to age 21.

C4.4.4.2. Temporary incapacity letters must contain date of expected recovery and must be signed by a physician.

NOTE: If there is any deviation, the augmentee must give the DD Form 1172 to the verifying officer for determination of eligibility.

C4.4.5. Foreign Documents. Foreign documents that are not translated may not be accepted as legal documentation by augmentees and must be given to the verifying officer for approval in accordance with proper Uniformed Service procedures.

C4.4.6. Disabled Veterans. One hundred percent DAVs must provide VA Form 656 or 656-A, establishing percentage of disability. If the VA Form 656 or 656-A indicates a percentage less than 100, that case shall not be handled by the augmentee. It shall be given to the verifying officer for eligibility determination.

For 100 percent DAVs: commissary, theater, and exchange unlimited shall be the only benefits authorized.

C4.4.7. Retirees Without Eligible Dependents. These DD Forms 1172 shall be forwarded to the DEERS Enrollment Processing Center in accordance with existing batching instructions.

C4.4.8. Legal Documents Required to Prove Relationship to Sponsor. When legal documentation is required, it shall be limited to marriage certificates, birth certificates, court decrees, death certificates, and the like. Passports, drivers licenses, and other forms of identification are expressly prohibited for use in establishing dependency. Only those documents that are "Original," "Notarized," or "Certified True Copy" (signed by a DoD official; for example, a commissioned officer) shall be accepted by augmentees. For mail-in enrollment from retirees to survivors, clear photocopies with the original seal or authenticating evidence plainly visible, and with no indication of tampering, are acceptable. Otherwise, these documents shall be given to the verifying officer for eligibility determination.

NOTE: Verifying officers shall process all hardship cases.

C4.4.9. Medical Care (MC)

C4.4.9.1. The MC effective date is the date the beneficiary first became eligible for CHAMPUS coverage. Once assigned, an MC effective date is permanent for as long as the beneficiary is continually covered by CHAMPUS. The sponsor's retirement or death does not affect the MC effective date. Whenever there appears to be a choice of two or more eligibility dates) always choose the latest date.

C4.4.9.2. If it is determined that the MC effective date on the existing ID card is wrong in accordance with the following guide, the augmentee may not make a determination of the correct date. These shall be given to the verifying officer for determination, as shall all cases in which appropriate categories are not listed below (such as illegitimate children).

C4.4.9.3. Partial Guide for MC Effective Date

C4.4.9.3.1. Dependents of Active Duty Sponsors

C4.4.9.3.1.1. December 7, 1956;

C4.4.9.3.1.2. Date current tour of (continuous) active duty began, (no break in service of more than 24 hours); or

C4.4.9.3.1.3. Date (such as marriage, adoption, or birth) the person became an eligible dependent.

whichever date is later.

C4.4.9.3.2. Retired Sponsors

C4.4.9.3.2.1. January 1, 1967; or

C4.4.9.3.2.2. Date of retirement.

whichever date is later.

C4.4.9.3.3. Dependents of Retired Sponsors. If the dependent was eligible for CHAMPUS before the sponsor's retirement, the MC effective date remains the date in effect just prior to retirement. If not eligible before retirement, or if the

sponsor retired before January 1, 1967 (the initial date retirees and their dependents become eligible for CHAMPUS), use the following:

C4.4.9.3.3.1. January 1, 1967; or

C4.4.9.3.3.2. Date (such as marriage, adoption, or birth) the person became an eligible dependent.

whichever date is later.

C4.4.9.3.4. Survivors of Deceased Active Duty and Retired Sponsors. If the survivor was eligible before the sponsor's death, the MC effective date remains the date in effect just prior to death. If not eligible before death, or if the sponsor died before January 1, 1967 (the initial date retirees and their dependents become eligible for CHAMPUS), use the following:

C4.4.9.3.4.1. January 1, 1967;

C4.4.9.3.4.2. Date the person became an eligible dependent (such as date of birth of natural child born after service member's death); or

C4.4.9.3.4.3. 60th anniversary of service member's birth in cases of RC-SBP participants.

whichever date is later.

C4.4.9.3.5. Dependents of Retired Reservists with Retired Pay

C4.4.9.3.5.1. January 1, 1967;

C4.4.9.3.5.2. Date that the sponsor became eligible for retired pay;
or

C4.4.9.3.5.3. Date (such as marriage, adoption) or birth) the person became an eligible dependent.

whichever date is later.

Dependents not listed in above guide (such as illegitimate children) shall be processed by the verifying officer.

C4.4.10. Parents, Parents-In-Law, Stepparents, or Adopted Parents. These DD Forms 1172 will not be processed by augmentees. These shall be given to the verifying officer for eligibility determination.

C4.4.11. Dependents Between the Ages of 21 and 23 in School. The following guidance (paraphrased) is provided on the DD Form 1172, block 58. A dependent child who is 21 years of age and over, but who has not passed his or her 23rd birthday, and who is (or was at the time of the member's death) dependent upon the member for over 50 percent of his or her support, is eligible for all benefits if he or she is pursuing a full-time course of education in an institution of higher learning approved by the Secretary of Defense or the Secretary of Health, Education, and Welfare (as appropriate) or by a state agency under Title 38, U.S.C., Chapter 34, Veteran's Educational Assistance and Chapter 35, War Orphans' and Widow's Educational Assistance, of Title 38, U.S.C. A full-time course of education is a course load of a minimum of 12 semester or equivalent hours.

Augmentees shall check the "Directory of Colleges and Accredited Universities" (Appendix 3) for those dependents between the ages of 21 and 23 who have enrolled in school. If the school is not listed, the DD Form 1172 shall be given to the verifying officer for eligibility determination. Only full-time students shall be accepted; part-time study is not acceptable.

Appendix 3, approved by the Secretary of Education, is based on only one of the criteria cited on the DD Form 1172. The list is provided to assist in the determination of approved institutions. It is not all-inclusive.

C4.4.12. Dependent Children Not Residing With Sponsor Because of Divorce. These DD Forms 1172 will not be processed by augmentees. These shall be given to the verifying officer for eligibility determination.

C5. CHAPTER 5
ELIGIBILITY CHECKING

C5.1. GENERAL

C5.1.1. The procedures in this chapter are for use by medical and dental personnel who are responsible for DEERS implementation in MTFs and DTFs, by FIs responsible for processing CHAMPUS claims, by personnel officers involved in DEERS enrollment, and by anyone involved in eligibility checking. This section details the steps to be taken by these personnel when checking eligibility for benefits.

C5.1.2. Medical and dental liaison officers shall maintain a close relationship with personnel and information liaison officers concerned with ongoing DEERS activities at the local level. Regularly scheduled meetings should be held with representatives from these functional areas.

C5.1.3. The DEERS East and West Coast Eligibility Centers confirm individual eligibility for benefits by responding to queries from personnel in MTFs and DTFs, as well as from other users. Each center has a full Eligibility Database and services eligibility needs for approximately half of CONUS.

C5.2. TYPES AND FREQUENCY OF ELIGIBILITY CHECKS

C5.2.1. Eligibility checks shall be performed at MTFs and DTFs with these initial priorities:

C5.2.1.1. To determine whether a beneficiary is enrolled;

C5.2.1.2. To identify any errors on the database; and

C5.2.1.3. To confirm beneficiary eligibility. Eligibility checks at MTFs and DTFs shall be conducted with either of the following:

C5.2.1.3.1. A CRT terminal; or

C5.2.1.3.2. A telephone.

C5.2.2. The minimum eligibility-checking requirements are the following:

C5.2.2.1. 25 percent of all outpatient visits.

C5.2.2.2. 100 percent of all admissions.

C5.2.2.3. 25 percent of all dental visits.

C5.2.2.4. 10 percent of pharmacy outpatients (to include all patients with civilian prescriptions).

C5.2.3. Eligibility checks shall be performed on a prepayment basis by CHAMPUS FIs who have contracted to process CHAMPUS claims. These checks shall be performed by use of one of the following computer-to-computer methods:

C5.2.3.1. On-line real-time system access; or

C5.2.3.2. Batch system processing.

C5.2.4. Where needed, the contractor shall furnish augmentees to assist in CRT operations for several weeks after the intensified enrollment period ends. These personnel are intended to help initiate CRT eligibility checking and generally could not be used as telephone operators. After they leave, it is the responsibility of the facility to continue the procedures.

C5.2.5. When a patient enters an MTF or DTF, a check (query) shall be made to determine eligibility. Procedures for making this query are explained below. Further action may be required based upon the outcome of this query.

C5.2.5.1. If the patient is enrolled and all information is accurately presented on the CRT screen, no further action is required.

C5.2.5.2. If the patient is enrolled but there are errors on the CRT screen, or if the patient is not enrolled, the DEERS Enrollment Follow-up Form, DD Form 2270, shall be completed. Refer to section C5.4. for use of this form.

C5.2.5.3. In accordance with DoD policy, the medical requirements of the beneficiary are paramount. No one shall be denied treatment at military hospitals and clinics solely because his or her name does not appear on the database. As usual, those who are proven ineligible may be billed for services rendered, or legal action may be taken.

C5.3. INQUIRY PROCEDURES

There are three methods of using DEERS to determine whether a beneficiary is enrolled and entitled to benefits. In some MTFs and DTFs, a CRT terminal is used perform the eligibility check by query directly to the database. In other facilities, telephones are used to call the Eligibility Center, where information will be given over the phone to the CRT operator who then queries the database. At the CHAMPUS FIs, prepayment eligibility checking is performed computer-to-computer in an on-line, real-time, or batch mode. Paragraph C5.3.1., below, describes the procedures for CRT queries. Telephone query procedures are outlined in paragraph C5.3.2. Paragraph C5.3.3. describes the computer-to-computer methods used by TRIMIS and CHAMPUS FIs to confirm beneficiary entitlement to healthcare benefits.

C5.3.1. Terminal-Based System

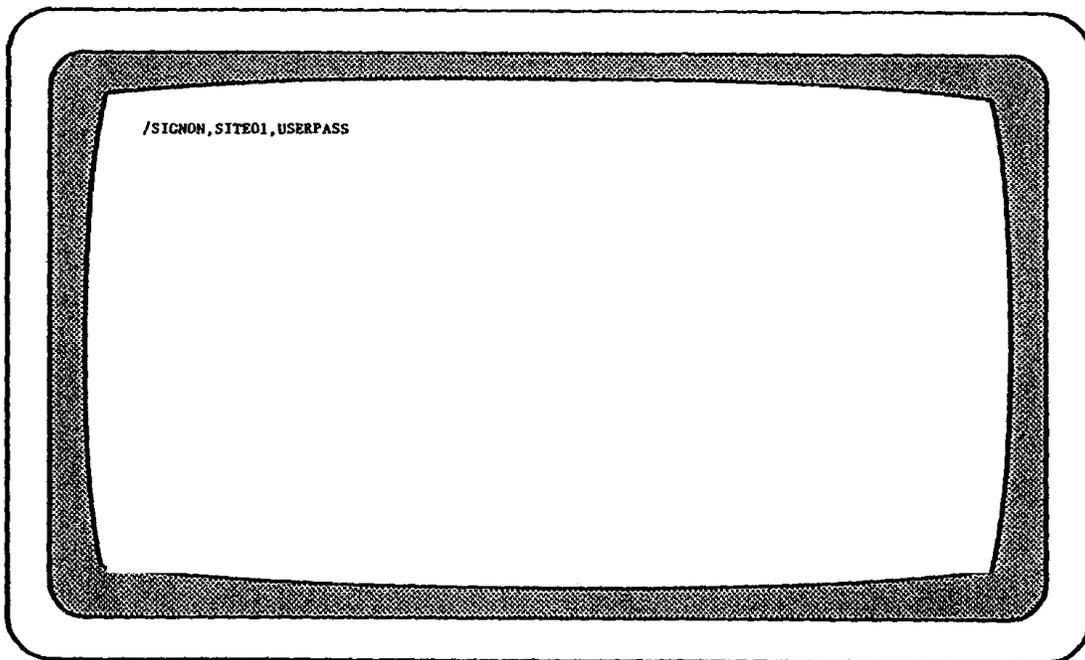
C5.3.1.1. General. This paragraph is only for those facilities having a CRT terminal for determining eligibility. Each site with this capability will have one or more CRT terminals. These CRT terminals will send data through a data set (modem), which then translates information into signals able to go through a phone line connected directly to the DEERS database (computer). The CRT operator shall use ONLY the standard typewriter keys, except as directed by the DEERS computer operations or authorized service personnel. When each number or letter is struck, it will appear immediately on the screen. If you type an error, simply backspace to place the CURSOR (marker) under the error, or beginning of errors, type the correct entry, and continue typing. Training classes for terminal operators shall be conducted by the contractor before the start of eligibility checking. Detailed operating instructions for the DEERS eligibility inquiry terminals are provided in Appendix 2.

C5.3.1.2. Sign-On. Turn the brightness control dial until the information on the CRT screen is clearly visible. The screen will appear in either of two formats. (See subparagraphs C5.3.1.4.3. and C5.3.1.4.4.) In either case, the sign-on procedures are the same. The CURSOR should be positioned in the top left corner of the screen. If it is not, press the TAB key to return it to this position. To begin an inquiry session with the Eligibility System, the operator enters the following information on the terminal keyboard in the sequence listed (refer to illustration below):

- (1) The command to log on to the system: ISIGNON,
- (2) The unique user identification code assigned by the DEERS Eligibility Center: SITE01,
- (3) The unique user password assigned by the DEERS Eligibility Center: USERPASS

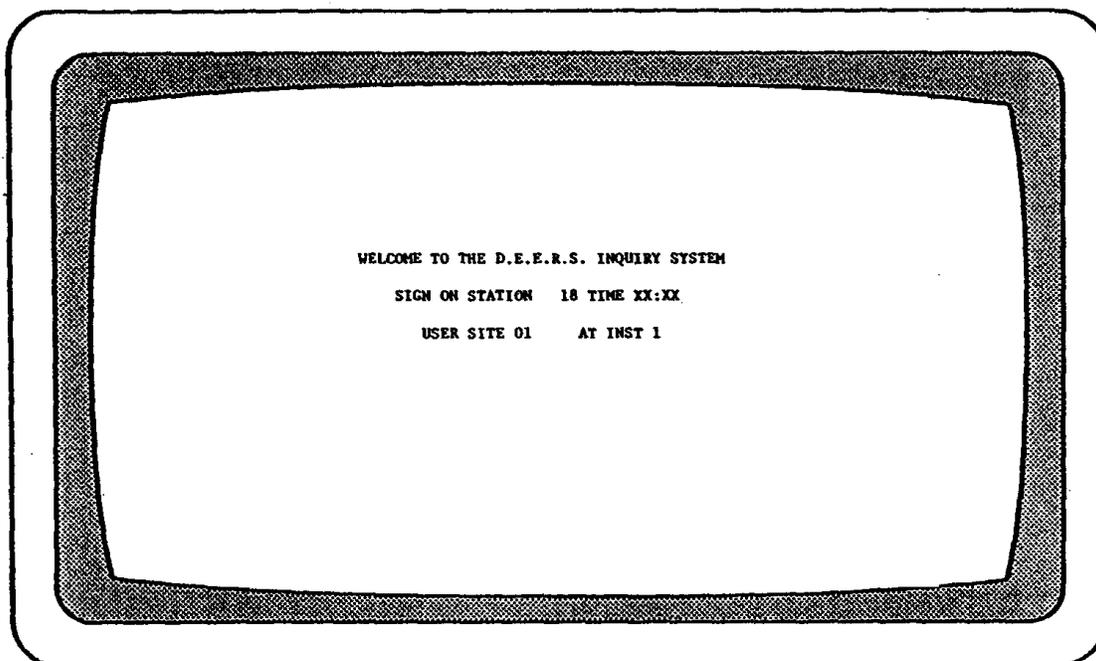
The Identification Code and Password must be kept confidential at all times.

The screen will now appear as shown below:



C5.3.1.2.4. Now press the ENTER key. At the bottom of the screen, just to the right of center, the phrase INHIBIT-WAITING will appear. This phrase appears when the ENTER key has been pressed, following a valid data entry. It indicates that the computer is processing the data entered.

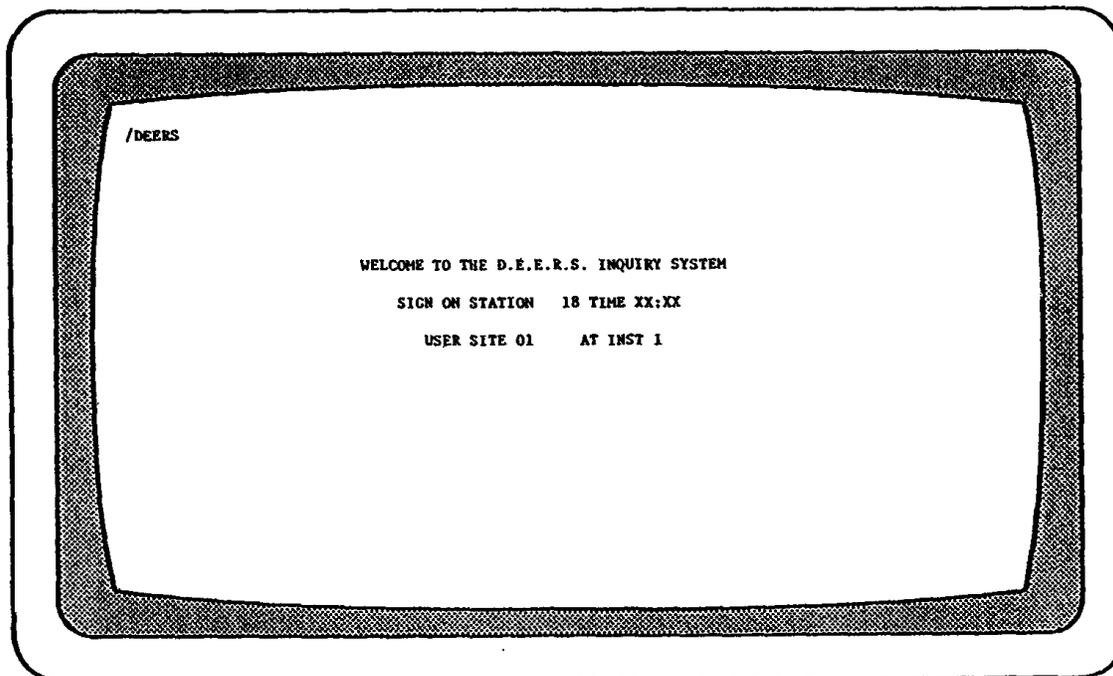
The screen will reappear with the following message:



The CURSOR will be positioned at the top left corner of the screen.

C5.3.1.2.5. Type in /DEERS.

The screen will appear as shown below:



C5.3.1.2.6. Press the ENTER key.

The screen will reappear with the Main Menu displayed. The activities you can perform are listed on the screen below:

```

FORM XXX
DEERS INQUIRY SYSTEM
**** DEERS INQUIRY MAIN MENU ****

THE FOLLOWING ACTIVITIES CAN BE PERFORMED:
1. INQUIRY (BY DEERS-ID/DOB)
2. SIGN-OFF
3. HELP SCREEN (CODES)

PLEASE SELECT AN ACTIVITY AND ENTER IT HERE: X

EST-TIME: XX:XX          DATE: XX/XX/XX

```

C5.3.1.2.6.1. Inquiry (By DEERS-ID and Date of Birth). Use of this option enables the operator to obtain medical eligibility information on a specific individual, either a sponsor or dependent. See subparagraph C5.3.1.3. for instructions.

C5.3.1.2.6.2. Sign-Off. Use of this option logs the operator off of the DEERS PROGRAM when the eligibility checking session is complete. See paragraph C5.3.1.4. for instructions.

C5.3.1.2.6.3. Help Screen (Codes). Use of this option provides the operator with a list of some of the codes used on the DEERS Eligibility Inquiry Screen and their definitions. See paragraph C5.3.1.4.5. for instructions.

C5.3.1.3. Inquiry (by DEERS-ID/DOB). To initiate an inquiry, do the following:

C5.3.1.3.1. Type the code 1 in the indicated area on the Main Menu Screen.

C5.3.1.3.2. Press the ENTER key.

The screen will reappear as shown below:

```

FORM XXX          **** DEERS ELIGIBILITY INQUIRY ****          XX/XX/XX  XX:XX
FMP   SSN   DOB   SC   UC   SITE   TREATMENT DATES   NEXT   STATUS   BRANCH
                                XXXXXX TO XXXXXX   XX
-----NAME-----FMP S-----DOB-----AGE PRIV-----CONDITION-----RS
  
```

The first time the DEERS Eligibility Inquiry Screen appears after Sign-On, all fields will be blank except for the fields TREATMENT DATES and NEXT.

C5.3.1.3.2.1. The field TREATMENT DATES will contain today's date.

C5.3.1.3.2.2. The field NEXT will contain the code IN.

The operator must now complete each field, as appropriate. The CURSOR automatically will appear at the Family Member Prefix (FMP) field. The operator should practice using the TAB key to become familiar with its response. Each time the TAB key is pressed, the CURSOR moves to the next or adjacent field or entry within a field. When an incorrect entry is made, press the TAB key until it returns to the appropriate field and then retype the correct entry.

C5.3.1.3.3. Field Descriptions: FMP and SSN

The FMP and SSN fields, together, are referred to as the "DEERS-ID" field. The FMP is a two-character integer field used to identify a type of beneficiary. If the sponsor

FMP (20) is used, only sponsor data will be displayed. A listing of DEERS FMP numbers is found in Figure C5.F1. Use of the FMP is optional.

The SSN field is for the sponsor's social security number. After typing in the nine digits, check them to ensure they are correctly entered. The CURSOR automatically will position itself at the DOB field.

C5.3.1.3.4. Field Description: DOB

The Date of Birth field is for the birthdate of the beneficiary requested. The format of this field is a six-digit date: YYMMDD; so June 23, 1981, would be entered as 810623. If the birthdate is not known, enter 999999.

C5.3.1.3.5. Field Description: SC

This is a two-character Security Code provided by the DEERS Program Office. This code will change occasionally to protect the integrity of the Eligibility System. Site supervisors are responsible for protecting this code from compromise, thereby preventing use of the system by unauthorized persons.

C5.3.1.3.6. Field Description: UC

This is a two-character alphabetic field identifying the Uniform Chart of Accounts (UCA) Summary Account Code. Refer to Figure C5.F2. for a listing of these codes. They are used to classify the type of medical or dental service requested.

C5.3.1.3.7. Field Description: SITE

This is a six-character integer code provided by the DEERS Program Office. Each location is assigned a unique identifier for use as its Site Code.

C5.3.1.3.8. Field Description: TREATMENT DATES

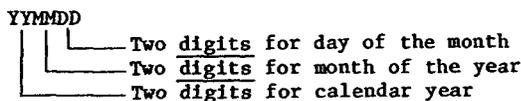
As mentioned earlier, when this screen is displayed, it will contain today's date in both locations.

C5.3.1.3.8.1. If the beginning and ending dates of treatment are today's date, skip to subparagraph C5.3.1.3.9.

C5.3.1.3.8.2. If the beginning date of treatment is not today's date, enter the desired beginning date (YYMMDD - see example below).

C5.3.1.3.8.3. If the expected ending date of treatment is not today's date, enter the desired ending date (YYMMDD - see example below). This ending date, however, cannot extend more than 6 months beyond today's date.

Ending Date



EXAMPLE: Beginning date is December 31, 1981
 Ending date is January 3, 1982
 Type in: 811231 820103

NOTE: The CURSOR automatically will skip a space between the two dates.

C5.3.1.3.9. Field Description: NEXT

As mentioned earlier, when this screen is displayed, it will contain the letters IN for Inquiry. In order to complete the eligibility inquiry, this field must contain the letters IN.

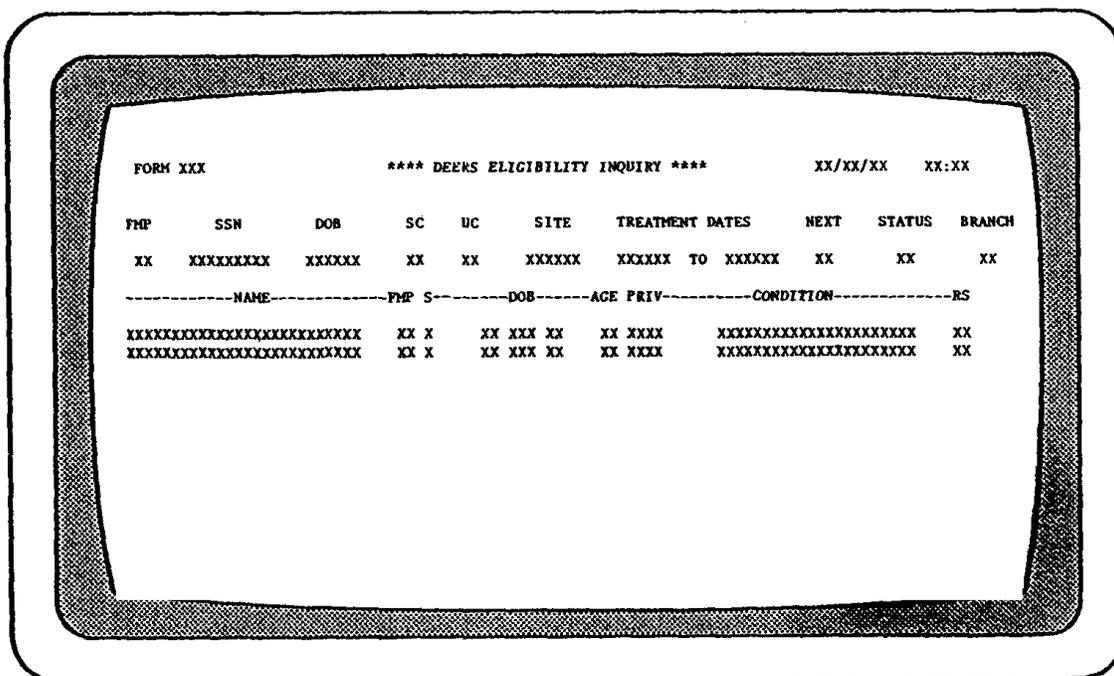
The operator may change the code shown in the NEXT field and, thereby, change the type of activity in progress. The following codes may be entered in the NEXT field:

- IN - DEERS Eligibility Inquiry Screen
- MM - Main Menu Screen
- SO - Sign-Off Screen
- HC - Help Screen (Codes)

After completing the DEERS-ID (FMP and SSN), DOB, SC, UC, SITE, TREATMENT DATES, and NEXT fields

C5.3.1.3.10. Press the ENTER key. When making an inquiry (IN), one of three conditions will occur:

C5.3.1.3.10.1. If the sponsor is enrolled, and the DOB of the sponsor or dependent entered matches the DOB on file, the DEERS Eligibility Inquiry Screen returned to you will appear as shown below:



(If, however, 999999 has been entered in the DOB field, the DOB entered did not match the DOB on file, or multiple beneficiaries exist for the DOB entered, the Family Display Screen will appear. Refer to subparagraph C5.3.1.3.1.10.3.)

The DEERS Eligibility Inquiry Screen appears in two parts:

C5.3.1.3.10.1.1. The first part of the screen refers to the sponsor.

C5.3.1.3.10.1.2. The second part of the screen is for the beneficiaries in the sponsor's family grouping having the same DOB for which the inquiry was made. All sponsor data will be returned for a sponsor inquiry. When the inquiry is for other family members, sponsor privileges will not be shown.

The fields displayed on the second part of this screen are described below:

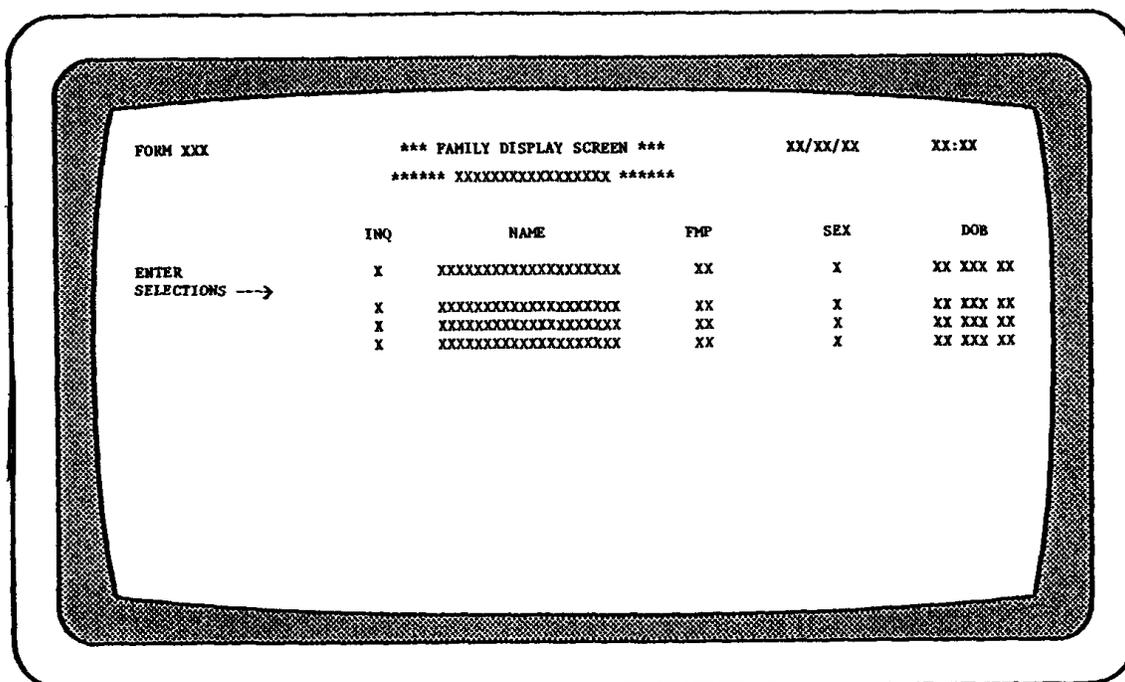
<u>FIELD NAME</u>	<u>DESCRIPTION</u>
HIT	This is actually a CURSOR position under the FMP field next to the names of the beneficiary or beneficiaries in the sponsor's family grouping. It is used to indicate whether the inquiry identified the individual or individuals for whom the inquiry was made.
NAME	The name of the beneficiary.
FMP	The beneficiary's Family Member Prefix (Figure C5.F1.).
S	The sex of beneficiary.
DOB	The beneficiary's date of birth. The format is DD MMMYY.
AGE	The age of the beneficiary.
PRIV	The privileges for which the beneficiary is authorized. MS - Medical care, Uniformed Services (Direct-Care) MC - Medical care, Civilian source (CHAMPUS) MSMC - Medical care, both Uniformed Services and CHAMPUS NONE - Not eligible at all <u>or</u> only partially eligible for the dates shown under COVERED DATES
CONDITION	This field will display the word "ELIGIBLE" or "NOT ELIGIBLE" for the treatment dates specified. However, there are times when the beneficiary is not eligible for the entire period requested in the inquiry. When this occurs, the dates for which the individual is eligible will appear. An asterisk(*) will appear after a questionable date, and the covered dates will show only these dates for which the individual is eligible.
RS	This field will display the reason for ineligibility. It will be blank unless the beneficiary is not eligible at all or the beneficiary is only partially eligible. If one of these conditions occurs, a two-digit End Reason Code will appear. Refer to the Help Screen for an explanation of these codes. (See subparagraph C5.3.1.4.5.)

The CURSOR will appear under the HIT column next to the beneficiary requested. If the beneficiary listed is correct, no entry is required. If the beneficiary is not correct, enter a zero (0) in the HIT position next to that beneficiary.

Press the ENTER key. If the beneficiary was correct and no entry was made, the original DEERS Eligibility Inquiry Screen will appear with the CURSOR at the SSN position, ready for the next inquiry. If a zero was entered, the Family Display Screen will appear, so the correct beneficiary can be selected (see below).

C5.3.1.3.1.10.2. If the sponsor is not enrolled, the screen will return an error message indicating the reason.

C5.3.1.3.1.10.3. If a zero was entered in the HIT position, or if "999999" was entered in the DOB field, or the DOB entered did not match the DOB on file, or there were multiple people with the same DOB, the Family Display Screen will be returned to you, as shown below:



The Family Display Screen will have one of several messages typed below the screen title:

- 1 No more dependents to list.
- 2 More dependents to list - enter a "Y" to retrieve.
- 3 Duplicate sponsor SSN on database - enter a "Y" to retrieve.
- 4 Error messages will appear if data has been entered incorrectly.

The CURSOR will appear at the Inquire (INQ) position (the position to the immediate left of the sponsor's name).

C5.3.1.3.1.10.4. If the message "No More Dependents to List" appears on the screen, indicate with a numeral one (1) the beneficiaries desired for inquiry (tab down to each appropriate position). when the desired numeral or numerals have been entered, press the ENTER key, and the Eligibility Inquiry Screen will reappear with the desired information. If the desired beneficiary or beneficiaries are not found

on the Family Display Screen, enter the number zero (0) at the first or sponsor position. This zero may indicate a NO HIT for the sponsor or for two or more beneficiaries. IF A ZERO IS ENTERED, THE ENTRY WILL BE LOGGED AS A NO HIT AND THE ORIGINAL ELIGIBILITY INQUIRY SCREEN WILL REAPPEAR FOR THE NEXT INQUIRY.

C5.3.1.3.1.10.5. If the message "More Dependents to List - Enter a "Y" to Retrieve" appears on the screen and the operator wishes to see the additional dependents, enter the letter Y. The screen will reappear with these dependents. If the operator does not wish to see these additional dependents (that is, if the beneficiary the operator is looking for is already displayed), proceed as described in the preceding paragraph.

C5.3.1.3.1.10.6. If the message "Duplicate Sponsor SSN on Database - Enter a "Y" to Retrieve" appears on the screen and the operator wishes to see the family of this sponsor, enter the letter Y. The screen will reappear with this family's information. If the operator does not wish to see this second family (that is, if the beneficiary the operator is looking for is already displayed), proceed as described above.

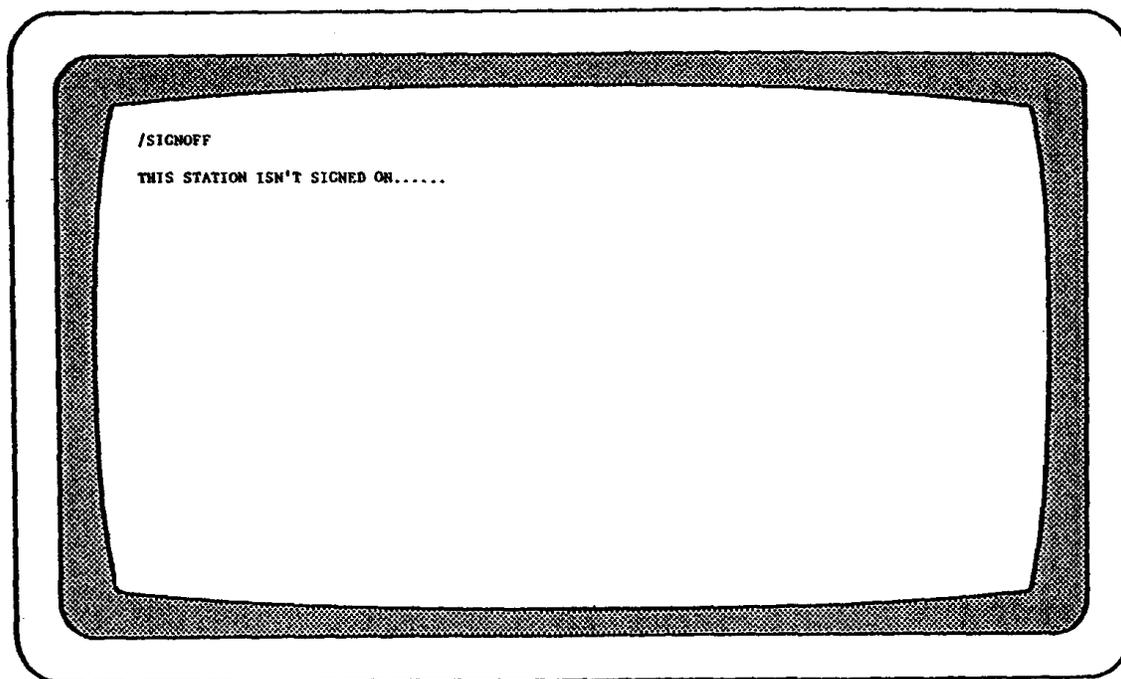
C5.3.1.4. Sign-Off

C5.3.1.4.1. From the Main Menu Screen, type in the numeral two (2) for the Sign-Off Screen. When using the DEERS Eligibility Inquiry Screen, type in the code SO in the NEXT field. When using the Help Screen, type in the code SO in the position indicated.

C5.3.1.4.2. Press the ENTER key. The screen will reappear as shown in the following illustration, with the CURSOR positioned to enter /SIGNOFF.

This screen advises the operator that he or she has signed off of the DEERS Inquiry System. The computer terminal is still signed on to the Computer System. Signing off of the Computer System is optional. If no further entries are made, turn the brightness control down as low as it will go. Leave the power on.

C5.3.1.4.4. The CURSOR is now positioned in the upper left corner of the screen. To sign off the Computer System, which is optional, type in /SIGNOFF, and press the ENTER key. The screen will reappear as shown below:



Turn the brightness control down as low as it will go. Leave the power on.

C5.3.1.4.5. Help Screen (Codes)

C5.3.1.4.5.1. To get this screen, type the code 3 on the Main Menu Screen. To return to the Main Menu Screen from the DEERS Eligibility Inquiry Screen, type MM in the NEXT field and press the ENTER key. An alternate and quicker way to get from the Inquiry Screen to the Help Screen is to type the code HG in the NEXT field, instead of MM, and press the ENTER key, thus by-passing the Main Menu Screen altogether.

C5.3.1.4.5.2. Press the ENTER key.

C5.3.1.4.5.3. The screen will reappear as below:

```

FORM XXX                DEERS INQUIRY SYSTEM                DATE: #####
                        HELP SCREEN                          TIME:  ##:##

-----END REASON-----*-----END REASON-----*-----STATUS-----
00 = NOT PREDICTABLE * 17 = DEPN ON ACTIVE DUTY* AD = ACTIVE DUTY
01 = ACTIVE DUTY SEP * 18 = INVALID ENROLLMENT * AC = AIR NATIONAL GUARD
02 = SPON RETIREMENT * 19 = ENLISTED CAREER * AS = ACADEMY STUDENT
03 = DEATH OF SPONSOR * 20 = SPONSOR NOT ON * CV = CIVILIAN
04 = MEDICARE ENTITLE.* MASTERFILE * DS = 100% DISABLED
05 = DIVORCE (SPOUSE) * 21 = END OF STUDENT STAT* FL = FOREIGN MILITARY
06 = EST TERM SERVICE * 99 = UNKNOWN * FM = FORMER MEMBER
07 = 21ST BIRTHDAY *-----BRANCH-----* FN = FOREIGN NATIONAL
08 = 23RD BIRTHDAY * NOAA = NAT OCEANIC AND * LS = LIGHTHOUSE SERVICE
09 = INCAPAC. ENDS * ATMOSPHERIC ADMIN. * MI = MEDAL OF HONOR
10 = MIL-ID EXPIRATION* PUBH = PUBLIC HEALTH SER* NC = NATIONAL GUARD
11 = DEERS-DATE EXPIRE*-----MEDICAL-----* OC = NAVY OCS
12 = MARRIED (DEPS) * HS = MILITARY ONLY * OT = OTHER
13 = PAY GRADE CHANGE * HC = CHAMPUS ONLY * PS = PHILIPPINE SCOUTS
14 = NO MASTER 1172 * HSMC = BOTH - MILITARY * RC = RED CROSS
15 = ESTIMATED END OF * AND CHAMPUS * RS = RESERVIST
STUDENT STATUS * NONE = NO MEDICAL AT ALI,* RT = RETIRED
16 = UNKNOWN RET DOB * * SS = SVC SEC DESIGNEE
* UN = UNKNOWN

ENTER (NH,IN,SO) ---- ??

```

The Help Screen displays some of the codes used on the Eligibility Inquiry Screen, and provides definitions. The End Reason Codes appear in the RS field to explain why a beneficiary is not eligible at all or is only partly eligible. The codes for 5 Branches of the Uniformed Services are not listed on the Help Screen: USA, USN, USMC, USAF, and USCG. Medical Codes indicate eligibility for Uniformed Services and CHAMPUS healthcare. Status Codes are self-explanatory.

C5.3.1.4.5.4. To leave this screen, type NH for Main Menu Screen, IN for the DEERS Eligibility Inquiry Screen, or SO for the Sign-Off Screen in the position shown at the lower left corner of the screen.

C5.3.1.4.5.5. Press the ENTER key.

C5.3.2. Telephone-Based System

C5.3.2.1. Telephone Type. The telephone line used for eligibility checks will be a rotary In-WATS telephone system. A rotary system means that when one of the lines at the Eligibility Center is not being used, the incoming call will automatically be transferred to that line. If a busy signal on the rotary line is received) all lines at the Eligibility Center are being used. Hang up and try again later.

C5.3.2.2. During peak calling periods, it may be necessary to limit the number of inquiries per call to ensure that the maximum number of users are permitted to make

inquiries. In the event that all lines are busy and operators have parties on hold, there will be a limit of 20 inquiries per call. Those users not completing their inquiries will be able to call during nonpeak hours to process inquiries without interruptions.

C5.3.2.3. Eligibility-Checking Procedure. When an Eligibility Center operator answers the telephone, the following procedures shall be used to perform an eligibility check:

NOTE: When calling, remember to identify your facility and location.

C5.3.2.3.1. Supply the following information to the operator. An example of a call is included on the next page.

C5.3.2.3.1.1. Site name, location, and approximate number of inquiries.

C5.3.2.3.1.2. DEERS-ID (an optional FMP and sponsor's SSN).

C5.3.2.3.1.3. Date of birth of beneficiary if known; if not known, then 999999.

C5.3.2.3.1.4. Security code, UCA Summary Account code, and site ID.

C5.3.2.3.1.5. FROM date (YYMMDD) of treatment (if different from today's date).

C5.3.2.3.1.6. TO date (YYMMDD) of treatment (if different from today's date).

C5.3.2.3.2. The operator then shall perform an eligibility inquiry.

C5.3.2.3.3. If the beneficiary is found to be on file, the operator shall indicate that the beneficiary is enrolled in DEERS and is or is not eligible. When checking eligibility for more than one member of a family, each of the family members must be identified individually.

C5.3.2.3.4. If the beneficiary is not found on file, the operator shall indicate that the beneficiary does not appear to be enrolled in DEERS.

C5.3.2.3.5. This procedure is repeated until all beneficiaries have been checked; then the call is ended.

SAMPLE ELIGIBILITY CHECK CALL

OPERATOR: Good Morning. DEERS. This is Michelle. May I help you?

INQUIRER: Good Morning. This is Fort Mac, in San Antonio, TX. I have 20 DEERS eligibility checks.

OPERATOR: Thank you. I am ready to begin.

INQUIRER: (Fields)	(Example)
FHP (family member prefix - optional)	30
SSN (social security number)	147938056
DOB (date of birth)	450327
SC (security code)	AC
UC (UCA summary account code)	BA
Site ID (six numbers)	135607
Treatment Dates (if required)	811201 - 811215

OPERATOR: The beneficiary is Jane Smith, and she is eligible.

If the beneficiary is not eligible, the inquirer shall be informed of this fact and a reason for ineligibility shall be provided.

(This procedure is followed until all inquiries have been completed. It is not necessary to repeat SC and Site ID with each successive inquiry on the same phone call.)

INQUIRER: That's all I have for now.

OPERATOR: Thank you for calling DEERS. Goodbye.

C5.3.3. Computer-to-Computer Systems

C5.3.3.1. CHAMPUS and TRIMIS will have access to the Eligibility Database. CHAMPUS FIs shall use two applications: CHAMPUS claims development and CHAMPUS eligibility confirmation. TRIMIS also may be linked to the Eligibility System by means of a computer-to-computer interface. Operating instructions for these computer-to-computer interfaces are distributed separately.

C5.3.3.1.1. CHAMPUS Claims Development. CHAMPUS FIs use CRTs to query the DEERS database to develop claims that otherwise might be returned because of missing data or have to be developed by telephone or correspondence. The FIs access the DEERS database for data elements that are missing from the claim,

thereby allowing the processing cycle to continue without interruption. This timely acquisition of missing data provides better and faster service and reimbursement to the claimants and providers of service.

When claims history is available in the DEERS database, the FIs and OCHAMPUS are able to access it by CRT for use in responding to inquiries and in recoupment processing.

C5.3.3.1.2. CHAMPUS Eligibility Confirmation. The primary CHAMPUS utilization of the DEERS database is in providing timely confirmation of patient entitlement for medical care to the FIs who are processing CHAMPUS health claims.

C5.3.3.1.2.1. Interim Systems. Preliminary systems have been in effect in two FI operations for varying periods since October 1981.

C5.3.3.1.2.1.1. An on-line real-time system was implemented at Blue Cross of Washington/Alaska (BCWA) as part of their existing claims processing system. For incoming claims for which no information is on the FI database, an identification query is transmitted to the DEERS West Coast Eligibility Center, as the entry of claim data continues. When the DEERS-ID is available, an eligibility query is transmitted, with confirmation of status returned within 15 seconds. A Discrepancy Report is generated by BCWA to identify potential ineligible payments, as well as inconsistencies between the DEERS and FI data, and is forwarded to the DSO for resolution.

C5.3.3.1.2.1.2. A batch Eligibility System has been implemented by Mutual of Omaha. Prior to finalization, claims that passed Mutual of Omaha's system edits are batched and transmitted to the DEERS Eligibility Center at the end of the day. Eligibility is confirmed and results transmitted to Mutual of Omaha prior to the next work day.

C5.3.3.1.2.1.3. Appropriate logs and records are maintained to record sponsor/dependent NO HITS and other data necessary to evaluate the reliability of the database and the impact of each system on the FI system.

C5.3.3.1.2.2. Final Systems. All FIs will have claimant eligibility confirmation capability in either an "on-line real-time" or "batch" system mode after these applications have been tested and evaluated by Department of Defense.

C5.3.3.1.3. TRIMIS

C5.3.3.1.3.1. Initial System. TRIMIS is acquiring commercially available systems to support pharmacy, laboratory, patient records, and patient appointment system applications. Whenever feasible, a computer-to-computer interface shall be acquired and installed as a function available to the TRIMIS users.

C5.3.3.1.3.2. Registration/Admission, Disposition, and Transfer (R/ADT). TRIMIS is piloting a R/ADT system at Keesler Air Force Base. A system-to-system interface has been developed and implemented. R/ADT users submit DEERS inquiries as a part of patients-in-processing for various items, such as inpatient admission and requesting an outpatient record. The R/ADT pilot is a demonstration system that will develop standards and procedures to be incorporated in the next generation of standard TRIMIS.

C5.4. COMPLETING THE DEERS ENROLLMENT FOLLOW-UP FORM

C5.4.1. After making an eligibility check, follow-up actions may be required in order to pass vital enrollment information back to Uniformed Service personnel systems.

C5.4.2. MTF and DTF personnel shall prepare the DEERS Enrollment Follow-up Form, DD Form 2270 (Figure C5.F3.), in duplicate, in the following instances:

C5.4.2.1. The patient or sponsor is not on the Eligibility File.

C5.4.2.2. There is incorrect information on the Eligibility File.

C5.4.2.3. For all births.

C5.4.2.4. For all deaths.

C5.4.3. One copy of the completed DD Form 2270 shall be given to the patient or sponsor with instructions to contact the sponsor's Uniformed Service personnel office to correct noted discrepancies. One copy of the form shall be retained in a suspense file for future enrollment follow-up.

C5.4.4. The Uniformed Service personnel office shall follow established policies and procedures to effect enrollment or necessary corrective actions.

C5.4.5. Figure C5.F4. is a flowchart of an eligibility check at an MTF or DTF.

Figure C5.F1. DEERS Family Member Prefix Numbers

Sponsor	20	
Spouse of Sponsor	30	Includes spouse of a deceased sponsor
Mother of Sponsor	40	Includes dependent adoptive mother
Father of Sponsor	45	Includes dependent adoptive father
Mother-in-law of Sponsor	50	
Father-in-law of Sponsor	55	
Eligible Dependent Children	01-19	
Not Elsewhere Classified	99	
Others	60-69	

Figure C5.F2. UCA Summary Account Codes

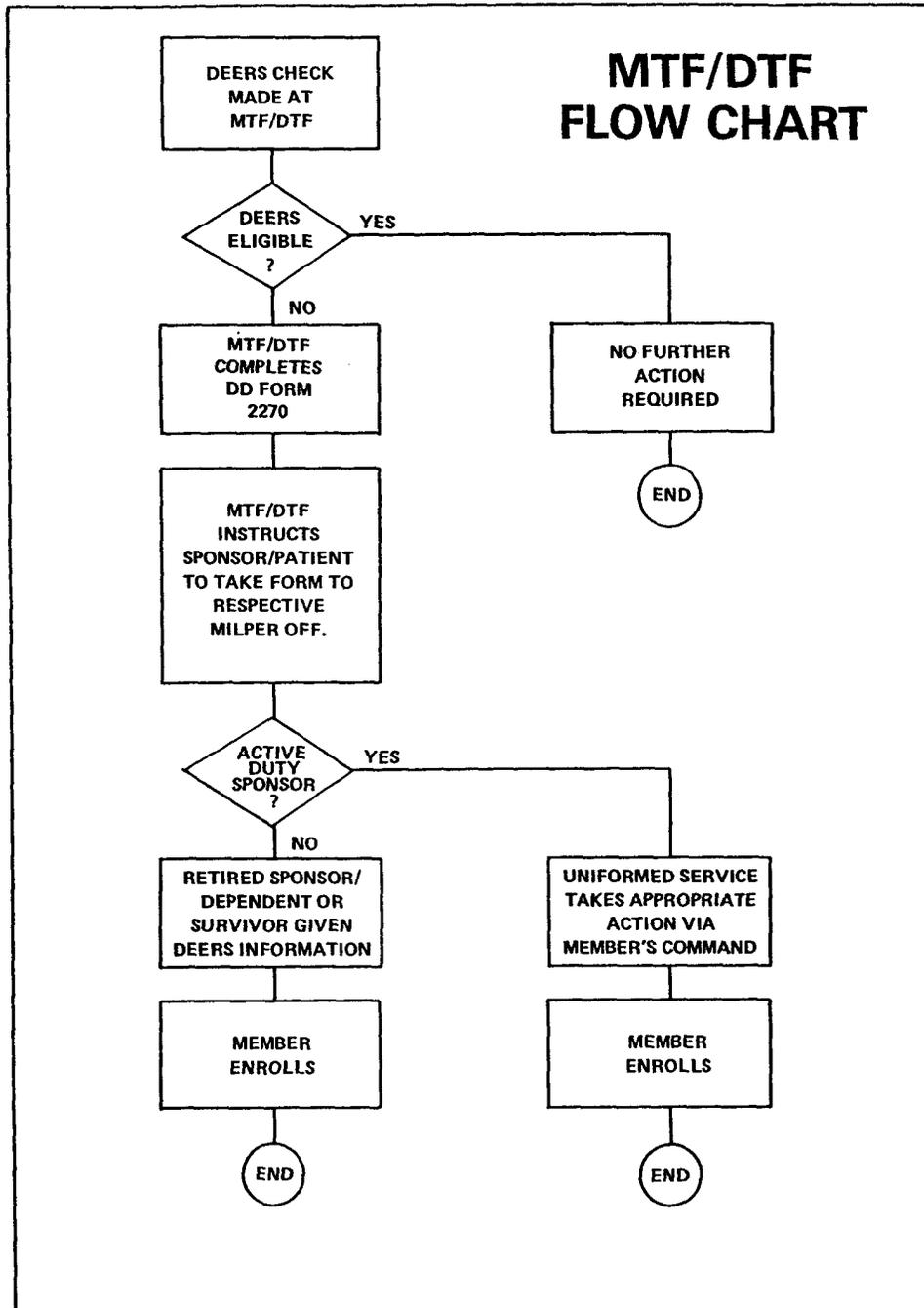
Summary Account - 2 characters	
AA	- Inpatient Medical Care
AB	- Inpatient Surgical Care
AC	- Inpatient Obstetrical and Gynecological Care
AD	- Inpatient Pediatric
AE	- Inpatient Orthopedic
AF	- Inpatient Psychiatric Care
BA	- Ambulatory Medical Care
BB	- Ambulatory Surgical Care
BC	- Ambulatory Obstetrical and Gynecological Care
BD	- Ambulatory Pediatric Care
BE	- Ambulatory Orthopedic Care
BF	- Ambulatory Psychiatric/Mental Healthcare
BG	- Ambulatory Family Practice Care
BH	- Ambulatory Primary Medical Care
BI	- Ambulatory Emergency Medical Care
BJ	- Ambulatory Flight Medical Care
BK	- Ambulatory Underseas Medicine Care
CA	- Dental Services
CB	- Type 3 Dental Prosthetic Lab
CC	- Type 2 Dental Prosthetic Lab
DA	- Pharmacy
DB	- Pathology
DC	- Radiology
DD	- Special Procedures Services
DG	- Same Day Services
DH	- Rehabilitative Services
DI	- Nuclear Medicine
FN	- CHAMPUS

Figure C5.F3. DEERS Enrollment Follow-Up Form - DD Form 2270

DEERS ENROLLMENT FOLLOW-UP FORM			
<p>This health care facility is using a computerized system to ensure that the medical treatment you are receiving is extended to only those persons entitled to Uniformed Services benefits. This system is called the Defense Enrollment Eligibility Reporting System — DEERS, for short. Enrollment in DEERS is mandatory and will eventually be used as the primary basis for extending benefits.</p> <p>We are reviewing the accuracy and timeliness of the information we have stored in our system. When we attempted to confirm your eligibility for care, we noted that:</p>			
1. DISCREPANCY:			
a. IF SPONSOR IS THE PATIENT <ul style="list-style-type: none"> <input type="checkbox"/> Sponsor Not on DEERS File <input type="checkbox"/> Sponsor's Name Spelled Incorrectly <input type="checkbox"/> Sponsor's Date of Birth Incorrect <input type="checkbox"/> Other 		b. IF DEPENDENT IS THE PATIENT <ul style="list-style-type: none"> <input type="checkbox"/> Sponsor Not on DEERS File <input type="checkbox"/> Patient Not on DEERS File <input type="checkbox"/> Patient's Name Spelled Incorrectly <input type="checkbox"/> Patient's Date of Birth Incorrect <input type="checkbox"/> Other 	
2. SPONSOR'S NAME: LAST FIRST MIDDLE INITIAL			3. SPONSOR'S SSN:
4. DEPENDENT'S NAME: LAST FIRST MIDDLE INITIAL			5. DEPENDENT'S SSN:
<p>You/Your sponsor should contact your/his or her service personnel office immediately to correct the noted discrepancy. Sponsors of dependents who are not yet enrolled in DEERS will be asked to provide legal documentation proving eligibility for each dependent to be enrolled.</p> <p>We regret any inconvenience you may have experienced as a result of DEERS, but we do need your help in resolving the discrepancy noted.</p> <p>Thank you for your assistance.</p>			
INSTRUCTIONS			
<p>This form shall be prepared by medical and dental treatment facility personnel in accordance with the following instructions and those contained in the DEERS Program Manual, DoD 1341.1-M, or in Service guidelines.</p> <p>BLOCK 1: If Sponsor is the patient, check appropriate box(es) in BLOCK 1.a. If Dependent is the patient, check appropriate box(es) in BLOCK 1.b.</p> <p>BLOCKS 2, 3, 4, and 5: Self-explanatory.</p> <p>First sentence after BLOCK 5: Cross out inappropriate words. Example: If dependent is the patient, sentence should read: "YouYour sponsor should contact you/his or her service . . ."</p>			

DD FORM
82 APR 2270

Figure C5.F4. MTF/DTF Flow Chart



C6. CHAPTER 6

INFORMATION PROGRAM

C6.1. GENERAL

This chapter provides guidance for information and public affairs officers (PAOs). It is to be used in conjunction with the DEERS Public Affairs Officers Kit, which contains sample articles, a speech, camera-ready material, and other information items. The objectives of the DEERS Information Program are as follows:

C6.1.1. To promulgate information on DEERS and to encourage positive acceptance and understanding of the program by all beneficiary audiences.

C6.1.2. To ensure the highest possible percentage of enrollment among all beneficiary groups.

C6.1.3. To facilitate the enrollment and eligibility checking processes at each successive site where DEERS is implemented.

C6.1.4. To provide the basis for a DEERS maintenance and update campaign after initial enrollment is completed.

C6.2. RESPONSIBILITIES

A far-reaching mandatory project such as DEERS requires a comprehensive information program within each Uniformed Service to stimulate participation and acceptance by those beneficiaries from whom action is required to implement the program. To be effective, the DEERS information program must be conducted on two levels: one aimed at providing general DEERS information to the Uniformed Service audience (including retirees, all dependents, and all survivor beneficiaries); and a second, more focused effort aimed at the geographic area undergoing intensified enrollment in DEERS. Strong support at the local command level is essential.

C6.2.1. Lead Service Information Coordinator

C6.2.1.1. Based on the population density representation for each Uniformed Service, the DEERS Program Office has designated a Lead Service for each phase of DEERS intensified enrollment. Lead Service information responsibilities are the following:

<u>PHASE</u>	<u>LEAD SERVICE</u>
I	Navy
II	Air Force
III	Army/Marine Corps
Keesler (DEERS/TRIMIS Project)	Air Force
IV	Navy
V	Army
VI	Air Force
VII	Navy
VIII	Army
IX	Navy/Air Force
X	Air Force
XI	Air Force
XII	OSD

C6.2.1.2. The Lead Service information coordinator shall coordinate DEERS information activities with designated Lead Service liaison officers from the other functional areas (such as personnel, medical, and communications) and with the PAOs from other Uniformed Services facilities within the implementation phase. The Lead Service information coordinator shall coordinate geographic responsibilities for local information releases. Coordination is required to ensure single-voice (all Uniformed Services) information releases and to avoid duplication in information dissemination efforts.

C6.2.2. Local Installation PAOs. At the local installation level, the designated PAO for DEERS is responsible for conducting an aggressive campaign to inform all applicable audiences about DEERS benefits and requirements. The PAO must coordinate with the Lead Service information coordinator and with the DEERS liaison officers from the other functional areas on the installation. PAOs shall ensure that the DEERS program coverage is timely, accurate, and comprehensive. Maximum use of all available media should be made to reach target audiences. The traditional internal information media must be supplemented by chain-of-command communication such as command briefings, daily bulletin and plan of day entries, dependent and guardsmen briefings, correspondence from personnel offices, career and retiree counseling, and in-bound and out-bound briefings for new arrivals and personnel departing a command.

C6.2.3. Joint-Usage Material. Materials for joint-Service use, such as posters, brochures, and general news releases, shall be developed by the DEERS Program Office in coordination with the American Forces Information Service, a division of the Office of the Assistant Secretary of Defense (Public Affairs). Local PAOs are encouraged to

develop and use in-house resources in support of DEERS activities, but must keep within currently authorized budget limits. Paragraph C6.4.1. of this chapter further describes joint-usage materials.

C6.3. TARGET AUDIENCES OF THE DEERS INFORMATION PROGRAM

C6.3.1. Active Duty Personnel and Their Dependents. Particular attention is required to inform dependents whose sponsors are deployed or not living with them and, vice versa, to ensure that sponsors on unaccompanied tours are informed of the necessity of having their dependents enrolled in the area in which the dependents reside.

C6.3.2. Retired Personnel, Their Dependents, and Survivors

C6.3.2.1. Enrollment packets are mailed by the DSO to retirees entitled to retirement pay and to survivors receiving annuities in the geographic area undergoing DEERS intensified enrollment. (See section C3.5. in Chapter 3.) Application forms (DD Forms 1172) contained in these packets may be filled in and returned with appropriate documentation to accomplish dependent enrollment through the mail. Mailing addresses are obtained primarily from finance files. In cases where an annuity goes directly to a bank and no correspondence address is available, the DEERS packet may also go to the bank. If the correspondence address on file is not current, the packet is usually returned to the DEERS Support Office "undelivered."

C6.3.2.2. Survivors not receiving annuities do not receive packets. They must enroll themselves and their dependents in DEERS. Often the only way to reach this population is through an external media campaign.

C6.3.2.3. Experience has shown that localized information providing specific directions on what is required to enroll is needed to enable retirees and survivors to take appropriate action. Such information as telephone numbers, building numbers, and dates of enrollment in a given area are all required elements of the information program.

C6.3.3. Other Personnel

C6.3.3.1. This category includes Medal of Honor winners, 100 percent disabled veterans, foreign military sponsors, eligible civilians, Reserve Officers' Training Corps (ROTC) students/cadets/midshipmen, National Guard and reserve personnel and their dependents, and any other eligibles. In the case of ROTC and National Guard/reserve personnel, the aim is to advise them of the program and when they would become eligible beneficiaries. Inactive duty National Guardsmen and reservists normally do not become eligible for enrollment until the sponsor reaches age 60 and is

drawing retirement pay. At that time, the sponsor would be enrolled automatically, but would be required to enroll his or her dependents. ROTC personnel shall be enrolled in DEERS upon reporting for active duty and then shall be required to enroll any eligible dependents.

C6.3.3.2. Utilization of external media is necessary to reach a small percentage of DoD beneficiaries who are out of the mainstream of internal information channels. This is often the only way to advise them that they must take specific actions in order to become enrolled to ensure their continued eligibility for Uniformed Service benefits.

C6.3.3.2.1. When a large "retired Service" population lives in the vicinity of a Uniformed Service installation, the civilian media may be receptive to publishing stories on DEERS and including specific information on what is required of retirees and surviving spouses and dependents.

C6.3.3.2.2. When members of the "other" category of beneficiaries are known or thought to be living in the civilian community, but in relatively small numbers, a general information news release on DEERS may be appropriate. The news release would indicate that beneficiaries should contact the nearest Uniformed Service installation for further information.

C6.3.3.2.3. The "hard to find" beneficiaries may also be reached through the periodic contact they may have with Uniformed Service installations. Posters and brochures strategically placed in commissaries, exchanges, check-cashing outlets, MTFs and DTFs (such as out-patient waiting rooms, pharmacies, record offices, and health benefits advisors' offices) should be of assistance in reaching these beneficiaries.

C6.4. JOINT-USAGE MATERIAL

General promotional material for DEERS shall be developed at the DoD level to ensure continuity and cost effectiveness.

C6.4.1. Types of Material

C6.4.1.1. Public Affairs Officer's Kit. The Public Affairs Officer's Kit is distributed to the PAO at the phase planning conference along with the "DEERS Program Manual." It contains sample materials for use in conducting a DEERS publicity campaign, including news articles, speech copy, camera-ready art, radio scripts, and other items.

C6.4.1.2. Wall Posters. DEERS wall posters measure 11 x 17 inches. Wall posters should be posted approximately 7 to 14 days prior to initial enrollment. Sufficient posters should be ordered in advance to effect wide dissemination of DEERS information, installation-wide, and, when applicable, aboard ship.

C6.4.1.3. DEERS Brochure. The DEERS brochure contains general information about the program and how it applies to various members of the Uniformed Service Community. It is designed to be used with the countertop brochure dispenser but, when appropriate, may be used without the dispenser. Local information for enrollment such as the DEERS points of contact or telephone numbers should be stamped or printed on these brochures.

C6.4.1.4. Countertop Brochure Dispensers. DEERS countertop brochure dispensers measure 11 x 14 inches and contain a "TAKE ONE" pocket for brochures. It is essential that the countertop dispenser pockets be maintained with a supply of the brochures. The brochure dispensers shall be located at strategic points around the installation that is, at commissary and exchange check-cashing counters, hospital and clinic waiting rooms, medical and dental records desks, health benefits advisors' offices, base theaters, and housing and personnel offices. Significantly fewer countertop brochure dispensers, than DEERS wall posters, should be ordered.

C6.4.2. Ordering Materials

C6.4.2.1. Local experience, initiative, and the number of bulletin boards and display points at a given installation or aboard a given ship should be considered when determining the number of wall posters to order.

C6.4.2.2. The number of countertop brochure dispensers ordered shall reflect high traffic points around the installation or aboard ship. It is estimated that a major base or installation will be able to use effectively (and stock brochures for) about 20 countertop dispensers. It is intended that the brochure be read by all categories of beneficiary audiences, including active duty sponsors. Even though the latter's enrollment is automatic, the brochure will help explain to them -- and others -- just what DEERS is and what action is required of them to ensure that their eligible dependents are enrolled.

C6.4.2.3. As a general rule, local commands should order brochures in the following quantity:

(1)	Active duty population	XXXX
(2)	Dependent population	XXXX
(3)	Retiree population in area	XXXX
(4)	Dependents of retirees in area (est.)	XXXX
(5)	Drilling Reservists in area	XXXX
(6)	ROTC students in area	<u>XXXX</u>
		TOTAL divided by 2.5

C6.4.2.4. Local requirements for DEERS posters and brochures shall be coordinated with the Uniformed Services' DEERS information officers in Washington, DC (see section C6.7.), approximately 75 days prior to Enrollment Day (E-Day -- the day intensified enrollment begins).

C6.5. THE INFORMATION CAMPAIGN

C6.5.1. The key to success of DEERS is enrolling as many eligible beneficiaries (of every category) as early as possible during the initial enrollment period in a given area. At the local and regional level, promotion of E-Day is one of the principal ingredients of the information campaign. Successful innovative techniques employed at one locale or command should be promulgated for use or consideration at other enrollment sites.

C6.5.2. Outlined on the next page is a suggested sequence of actions in support of a regional or local enrollment campaign. It should be noted that DEERS enrollment shall take place in designated regions, which may include several States and, in most cases, more than one Uniformed Service. The enrollment phase may be underway at three or four major military installations and at a variety of smaller stations or bases simultaneously.

C6.5.2.1. Suggested Schedule for DEERS Information Campaign

Timing Action

- (1)
E-115 (E-Day minus 115 days) Uniformed Service project officers contact installation PAOs with DEERS workshop dates and specify attendance. PAOs are tasked with determining the numbers of posters, brochures, and brochure dispensers needed for their respective installations, and the project officer's mailing address. This information is due at the workshop. In addition, the Lead Service information coordinator is designated and briefed by the Lead Service information project officer.
- (2)
E-75 DEERS Implementation Training Workshop. The Lead Service information project officer and the information coordinator help conduct the information committee meeting. Tasks are designated, as appropriate. Information on brochure and poster needs is given to the DoD representative.
- (3)
E-45 Regional information meeting. Information plans should be completed. Dialogue with local DEERS project officer is vital.
- (4)
E-44 Base newspaper releases begin. Initial news releases should emphasize the documentation needed and urge sponsors to obtain replacements for lost or misplaced documents. PAOs coordinate with local personnel project officers to contact local Uniformed Service clubs and organizations to schedule DEERS presentations.
- (5)
E-7
thru
E-1 PAOs meet with local television news directors, brief them on DEERS fact sheet information (see Public Affairs Officer's Kit); and arrange date and time of base visit of camera crew. PAOs proceed with brochure and poster distribution on base.
- (6)
E-Day With the exception of base newspaper articles, media effort shall begin no sooner than E-Day. (See following page for detailed discussion on media usage.)
- (7)
E+30 Evaluation of local information plans. Follow-up releases, as necessary. Brochure distribution points restocked.
- (8)
D-30 (Eligibility Checking Day -- D-Day-minus 30 days) Contact medical project officer for facts on eligibility checking. Determine medical information needs. Supply hospitals and clinics with material such as brochures, posters, and fliers.
- (9)
D-7 Promotional efforts emphasize eligibility checking phase.
- (10)
D-Day Extensive information media coverage.

Timing Action

(11) Follow-up reports on both enrollment and eligibility checking.
D+14

(12) Appropriate periodic updates related to DEERS plus enrollment, eligibility checking, and
D+45 maintenance.

C6.5.2.2. Timing, Frequency, and Importance of Coverage

C6.5.2.2.1. Base Newspapers. Articles begin 2 weeks prior to E-Day and continue beyond the initial eligibility-checking phase. Weekly coverage lasts for 6 weeks. Articles shall be published on an "as needed" basis after the initial 6-week period. (Sample articles are included in the Public Affairs Officer's Kit.)

C6.5.2.2.1.1. Base newspapers shall inform both active duty and retiree populations. Include list of documents needed for verification of eligibility.

C6.5.2.2.1.2. One liners (such as "Have you enrolled your dependents in DEERS?") and DEERS logo and slogans shall be placed throughout the paper, in addition to feature articles; they offer necessary reinforcement. (DEERS camera-ready logos and slogans are included in the Public Affairs Officer's Kit.)

C6.5.2.2.1.3. After the first month of informative articles, a question and answer column, pictures of enrollment and eligibility checking, and cartoons may be used in revitalizing the information effort.

C6.5.2.2.1.4. Name and telephone number of the local DEERS contact should be prominent in all releases.

C6.5.2.2.2. Brochures and Posters. Initial distribution shall be completed prior to E-Day. Monitor and refill brochure distribution points monthly or more frequently if necessary. (Sample brochure is included in the Public Affairs Officer's Kit.)

C6.5.2.2.2.1. Brochures and posters provide informational reinforcement.

C6.5.2.2.2.2. Brochures and posters, at a bare minimum, should be distributed in the exchange, commissary, service station, personnel office, and MTFs and DTFs.

C6.5.2.2.2.3. When possible, name and telephone number of DEERS contact should be displayed on the poster.

C6.5.2.2.3. DEERS Presentations. Speeches should be given to military units, clubs, and organizations before and following E-Day.

C6.5.2.2.3.1. Presentations are important because the audience will be informed, questions will be answered, and a neutral or favorable attitude usually will be created.

C6.5.2.2.3.2. Fliers with the name and telephone number of the DEERS contact should be distributed during presentations so audience members can have future questions answered by contact.

C6.5.2.2.4. Uniformed Service and Civilian Radio Broadcasts. Release information 1 week before E-Day to air no sooner than E-Day. Solicit additional coverage when needed. Make follow-up inquiry if DEERS announcements are not heard.

C6.5.2.2.4.1. Coverage may be achieved on newscasts, talk shows, and community calendar slots, and through public service announcements.

C6.5.2.2.4.2. The importance of announcing the name and telephone number of the DEERS contact in the broadcast should be stated in cover letter to the program or public service director explaining the release.

C6.5.2.2.5. Uniformed Service and Civilian Television Newscasts. At least one newscast coverage from each local television station is recommended on or after E-Day.

C6.5.2.2.5.1. The civilian television newscast provides an effective means of reaching the uninformed retiree/survivor/dependent audience.

C6.5.2.2.5.2. Personal visits to news directors, as opposed to phone calls and mailings, are most successful in achieving coverage in areas of implementation.

C6.5.2.2.5.3. DEERS fact sheet information (see Public Affairs Officer's Kit) shall be discussed with news directors and camera crews to ensure accuracy of information conveyed.

C6.5.2.2.5.4. If practical, the DEERS telephone number should be mentioned in the newscast and shown on the screen. (Be sure to make a final check of the number to ensure accuracy.)

C6.5.2.2.5.5. Newscast coverage attracts more attention than public service announcements. The newscast viewer audience is sizeable and is usually receptive to information. Exceptional results have been gained through newscast coverage. However, public service announcements should be used as an additional means of informing.

C6.5.2.2.6. Civilian Newspapers. Released after E-Day. Seek coverage whenever possible.

C6.5.2.2.6.1. Articles may emphasize improvement in health benefits and fraud reduction to achieve placement on or near the front page and in healthcare sections. Article placement near the obituary column is also desirable.

C6.5.2.2.6.2. Stress DEERS as Uniformed Service-wide, involving active duty personnel, retirees, survivors, and dependents.

C6.5.2.2.6.3. The importance of including the name and telephone number of the DEERS contact in the article should be addressed in a cover letter to the editor explaining the release.

C6.6. MAINTENANCE

C6.6.1. DEERS is an ongoing program and, as such, will require periodic information support after intensified enrollment is completed and eligibility checking has become routine at installations within the phased-in area.

C6.6.2. A continuing effort shall be made by all installation PAOs to inform beneficiaries who might not be enrolled. This effort may include presentations to dependents, retirees, and survivor groups, exhibits at open houses and retiree seminars, and articles in the installation paper giving DEERS updates and reminding beneficiaries new to the area that they must be enrolled. Supplies of brochures and posters should be available for continuing use.

C6.6.3. PAOs shall maintain a close relationship with personnel and medical officers concerned with ongoing DEERS activities at the local level. Regularly scheduled meetings shall be held with representatives from these functional areas.

C6.6.4. Uniformed Service news bureaus shall provide periodic articles on DEERS that may be used in local installation papers to update the beneficiary population on DEERS.

C6.6.5. Graphics and exhibit support for presentations and demonstrations may be obtained through contractor maintenance representatives or by contacting the Uniformed Service project officer. (See section C6.8., below.)

C6.6.6. Additional publicity materials, such as posters, brochures, and Public Affairs Officer's Kits, may be obtained through Uniformed Service information officers in Washington, DC. (See section C6.7., below.)

C6.7. DEERS INFORMATION OFFICES AND POINTS OF CONTACT AT OSD AND SERVICE HEADQUARTERS

<u>Organization</u>	<u>Office and Location</u>	<u>Telephone</u>
OSD	DEERS Program Office Room 3E341, The Pentagon Washington, DC 20301	(202) 694-4705 AUTOVON 224-4705
Army	HQDA SAPA-PP Washington, DC 20310	(202) 697-5081 AUTOVON 227-5081
Navy	NIRA NOP-00740 Washington, DC 20350	(202) 695-2356 AUTOVON 225-2356
Marine Corps	HQME Public Affairs, Code PAM Washington, DC 20380	(202) 694-1492 AUTOVON 224-1492
Air Force	SAF/PAX Washington, DC 20330	(202) 697-6703 AUTOVON 227-6703
Coast Guard	USCG HQ PA Office Washington) DC 20593	(202) 426-2310 FTS - same AUTOVON - none
Public Health Service	See section C6.8.	
NOAA	See section C6.8.	

C6.8. DEERS OSD AND SERVICE PROJECT OFFICES

<u>Organization</u>	<u>Office and Location</u>	<u>Telephone</u>
OSD	DEERS Program Office Room 3E341, The Pentagon Washington, DC 20301	(202) 694-4705 AUTOVON 224-4705
	DEERS Support Office 2100 Garden Road, Suite B-2 Monterey, CA 93940	(408) 646-1010 AUTOVON Via: NPS 878-0111 Fort Ord 929-1110
Army	HQDA DAAG-PSI Alexandria, VA 22331	(202) 325-9591 AUTOVON 221-9591
Navy	OP-01B5 (NMPC-081) Washington, DC 20370	(202) 694-3479 AUTOVON 224-43479
Marine Corps	HQMC MSPA-3 Administrative Officer Washington, DC 20380	(202) 694-1958 AUTOVON 224-1958
Air Force	USAF AFMPC/MPCDOP Randolph AFB, TX 78150	(512) 652-5985 AUTOVON 487-5985
Coast Guard	Commandant, USCG G-PS-1 Washington, DC 20953	(202) 426-0276 FTS - same AUTOVON - none

<u>Organization</u>	<u>Office and Location</u>	<u>Telephone</u>
Public Health Service	Compensation & Benefits Branch Parklawn Building, Rm 4-35 5600 Fishers Lane Rockville, MD 20857	(301) 443-4590 FTS - same AUTOVON - none
NOAA	Commissioned Personnel Division NOAA (NCI) Rockville, MD 20852	(301) 443-8616 FTS - same

C7. CHAPTER 7

COMMUNICATIONS

C7.1. GENERAL

This chapter is designed for MTF communications officers and base communications officers who are responsible for ensuring that communications media for DEERS are adequate and responsive to local conditions.

C7.1.1. Communications Objectives

C7.1.1.1. To create a communications environment with minimal impact on MTF and DTF daily activities.

C7.1.1.2. To have a positive eligibility inquiry communications process that does not consume more than 60 seconds of the checking person's time.

C7.1.1.3. To have operational data circuits that provide service with 5 to 10 seconds average response time for on-line inquiries.

C7.1.1.4. To provide a data communications environment that provides several cost-effective alternatives to the users.

C7.1.1.5. To have a "system not available" rate of 5 percent or less.

C7.1.2. Definitions

C7.1.2.1. Voice communications - WATS or dial-up standard service to a location with a terminal where the inquiry is performed and the results passed back.

C7.1.2.2. Data communications - CRT terminal or other electronic device linked to eligibility center computer by leased line or dial-up modem.

C7.2. COMMUNICATIONS ENVIRONMENT

C7.2.1. Overview

C7.2.1.1. The Phase I communications network installed in the Tidewater region contained both data and voice communications devices. Based on this experience, a network of on-line and dial-up service is being installed in conjunction

with the DEERS phased schedule. A study of each MTF and DTF is made to determine the need for CRT or telephone support. The criteria for the determination are overall patient workload and number of medical transactions at the facility. The data communications equipment selected for Phase I was made by Hewlett-Packard and gave Phase I the following advantages:

C7.2.1.1.1. It facilitated the use of a Government-owned Hewlett-Packard 3000 minicomputer to support Phase I activities.

C7.3.1.1.2. It provided Phase I development with "off the shelf" software for communications, terminal screen handling, and database management.

C7.2.1.2. Hardware for subsequent phases was selected pursuant to a Delegation of Procurement Authority received from the General Services Administration. Dedicated circuits are obtained through the DCA. Telephone circuitry for connection to the WATS lines is procured locally.

C7.2.2. Terminal Network

C7.2.2.1. The terminal network has two primary functions: field inquiry and Eligibility Center inquiry.

C7.2.2.2. The field sites use Racal-Milgo 4276 and IIT Courier synchronous terminals. These are configured as multi-point terminals on synchronous multi-drop leased lines.

C7.2.3. Eligibility Center. The Eligibility Centers have phones that are connected to the INWATS lines. Each operator has an individual CRT to answer all inquiries received.

C7.2.4. Results of Initial Experience. The following results of experience to date have been incorporated into network planning:

C7.2.4.1. System response time has averaged within the desired range of 5 to 10 seconds with peak volume response times of 15 seconds or less.

C7.2.4.2. System downtime has been between 3 to 4 percent of scheduled hours.

C7.2.4.3. The average time for the actual eligibility inquiry is 30 seconds by telephone inquiry and 10 seconds by direct terminal inquiry.

C7.2.4.4. Acoustic coupler connections have had problems due to the quality of voice lines.

C7.2.4.5. The Uniformed Services have made more efficient use of terminals in the field than expected by using the local facilities equipped with terminals as local eligibility centers. This development should permit a reduction in the number of WATS lines required.

C7.2.4.6. The installation of the communications environment revealed a variety of problems at the facilities that were connected with the Eligibility Center, such as the saturation of existing communications equipment and the requirements of local building codes.

C7.2.5. Planning Factors. Based upon the initial phase's experience, certain planning factors required emphasis during subsequent implementations and operations. Long lead times for communications and equipment installation coupled with the broad range of alternatives available to individual commands dictate up to 1 year of advance preparation. This includes coordinating with the command staff on the installation and maintenance of the communications system. Although 6 months is the usual advance preparation time, in those cases requiring more time, the Department of Defense and its agent shall establish liaison at earlier times. The following factors affect the range of alternatives and possible lead times:

C7.2.5.1. Facility workload:

C7.2.5.1.1. Mix of types of patients.

C7.2.5.1.2. Mix of appointments, referrals, and emergencies.

C7.2.5.1.3. Peak loading.

C7.2.5.1.4. Hours of operation.

C7.2.5.2. DoD and Uniformed Service policies:

C7.2.5.2.1. Personnel provided for support.

C7.2.5.2.2. Number of checks demanded.

C7.2.5.2.3. Procedures to be followed if No Hit.

C7.2.5.2.4. System utilization statistics.

C7.2.5.2.5. Reports required.

C7.2.5.3. Physical configuration of facilities:

C7.2.5.3.1. Number of buildings.

C7.2.5.3.2. Availability to staff.

C7.2.5.3.3. Common spaces.

C7.2.5.3.4. Isolated spaces.

C7.2.5.4. ADP considerations:

C7.2.5.4.1. Software controlling system use.

C7.2.5.4.2. Types of terminals supported.

C7.2.5.4.3. Types of data protocols supported.

C7.2.5.4.4. Amount of useful data provided per screen or access.

C7.2.5.4.5. Support the system provides for follow-up procedures.

C7.2.5.4.6. Availability of maintenance.

C7.3. RESPONSIBILITIES, FUNDING, AND COMMAND GUIDELINES

C7.3.1. Responsibilities. The DEERS Program Office coordinates DEERS requirements with offices such as the Office of the Deputy Under Secretary of Defense (Communications, Command, Control, and Intelligence (ODUSD(C3I))) and with Defense Agencies such as the DCA.

C7.3.2. Funding

C7.3.2.1. The Department of Defense shall order, accept, and pay all costs for long lines and central communications services. The Department shall pay directly or reimburse the Uniformed Services for the mutually agreed to local (on base) communications services. The Uniformed Services have agreed to a procedure that

provides for the DEERS contractor to order and make payment for local communications services. All communications orders are coordinated with local ADP command-level personnel for execution. If required, Uniformed Service elements shall identify funds and accounts to be used for charging DEERS implementation costs. As necessary, the DEERS Program Office shall establish a mechanism for reimbursement by the Department of Defense of the Services' operation and maintenance costs for DEERS implementation. (The Department of Defense shall fund a specified level of support through FY 1987. Uniformed Service resources are required only if local requirements exceed capabilities offered by the Department of Defense.)

C7.3.2.2. All long-line and central costs shall be ordered, accepted, and paid by the Department of Defense or its agent. Local requirements also shall be satisfied through the mechanisms used to acquire long lines and central facilities, with the option that the Uniformed Service may present a schedule of costs and be reimbursed at the Service level, by means of a Military Interdepartmental Purchase Request.

C7.3.3. Command Guidance. The Uniformed Service project officers, through the chain of command, shall advise base-level commands of DEERS' need for conditioned lines to handle data requirements and shall advise local commands of the necessity to identify a local DEERS project officer for both communications and implementation, to service points of contact at local levels. Uniformed Service supply procedures shall be followed to ensure accountability for government-furnished equipment (such as CRTs) installed on Uniformed Service installations.

C7.4. BASE IMPLEMENTATION PLAN

C7.4.1. Overview

C7.4.1.1. Specific procedures for obtaining communications services may vary among Uniformed Services and, quite possibly, among facilities within each Service. At this time, general procedures involve the DEERS Program Office or its agent contacting a facility-level representative of the Uniformed Service communications organization or the base communications officer. (Refer to paragraph C7.4.3. for detailed procedures.) Information is required concerning the type of communications line or lines needed, the type of communications equipment to be installed, the base sites where the line will terminate, and the equipment to be installed. This information is collected during a scheduled visit to the site by the DEERS Program Office or its agent using the DEERS Site Survey form (Figure C7.F1.). If base communications resources cannot support the communications

requirements, it will be necessary to contact commercial vendors or other suppliers to provide the necessary equipment and installation support.

C7.4.1.2. Communications service inside the MTF or DTF may not always be handled by the base communications officer. In such cases, it will be necessary to meet with the MTF's or DTF's communications officer to arrange for service and installation of lines and equipment within the facility.

C7.4.1.3. It is important to allow enough lead time to meet scheduled deadlines for obtaining service. These milestones have been incorporated into the implementation schedule. On-base communications may be provided by contract or by in-house military facilities. If the local communications services are provided by a commercial vendor, it will be necessary to contact the business office of the appropriate communications vendor concerning new service. Generally, the vendor will have previous experience dealing with the military installation and will have contacts in the base communications organization with which he will deal. If the vendor had not previously dealt with the base communications organization, it will be necessary to establish a working relationship between the two organizations.

C7.4.1.4. If military facilities will provide the support, the base communications officer will be furnished the (agreed to) specifications.

C7.4.2. Implementation Schedule. The overall DEERS implementation plan is the basis for the communications plan. The following tasks are based on the assumption that individuals are aware of the DEERS project's scope and responsibilities. These tasks shall be accomplished in the following order:

C7.4.2.1. The MTFs and DTFs within a specific implementation phase must be identified. The workload reports provided by each Uniformed Service are the basis for this identification. A questionnaire (Figure C7.F2.) may be used to supplement these reports.

C7.4.2.2. The Uniformed Service shall be tasked to provide the DEERS project with the communications point of contact (POC) at each base and facility. (Uniformed Service-level communication POCs are identified.)

C7.4.2.3. The analysis of the reported workload shall begin by the communications planning group at the East Coast Eligibility Center.

C7.4.2.4. Telephone verifications of unclear results from the survey may be requested or performed by the communications planning group through the Uniformed Service project officers.

C7.4.2.5. Preliminary communication requirements at MTFs and DTFs should be presented to the DEERS service project officer by the DEERS Program Office. This document should identify the approximate needs of each facility, the projected equipment necessary to meet those needs, and the projected level of Uniformed Service support needed to implement the network.

C7.4.2.6. Site visits are made to all facilities to establish final requirements and the DEERS Site Survey (Figure C7.F1.) is completed.

C7.4.2.7. Analysis of site survey results begins.

C7.4.2.8. Hospital and base communications recommendations are issued to the DEERS Uniformed Service project officers. The project officers and Uniformed Service communications commands shall determine the most feasible options with all communications MTF/DTF, OASD(HA), and contractor coordination. At this time DEERS Program Office may prepare a telecommunications service request for DCA or other appropriate sources of supply to meet any anticipated local need. Appropriate data and funding citations shall be provided for this task.

C7.4.2.9. Estimates of cost shall be provided to the DEERS Program Office. Site ordering information (such as building number and location) also must be provided at this time to the contractor.

C7.4.2.10. A copy of these requirements, marked unofficial and draft, shall be sent to the local POCs and Uniformed Service communications commands.

C7.4.2.11. Uniformed Service telecommunication requests or other orders shall be submitted to the DEERS Program Office for approval of anticipated expenditures. The order then shall be placed through the appropriate command or vendor organizations.

C7.4.2.12. Status reports by the DEERS Program Office to the Uniformed Service project officer (ATTN: COMM) indicate projected availability of facilities.

C7.4.2.13. Install all equipment (communications suppliers and DEERS Program Office). Equipment comes under local supply procedures for property accountability.

C7.4.2.14. Test all equipment (base participation).

C7.4.2.15. Live operation.

C7.4.2.16. Provide status and acceptance report to DEERS Program Office by means of chain of command.

C7.4.3. Procedure for Obtaining Dedicated Data Circuit Service: DCA Procedures.

As a major operating component of the National Communications System (NCS), the Defense Communications System (DCS) serves the needs of the Department of Defense and certain civilian agencies as set forth in the approved NCS Long-Range Plan and in other agreements pertaining to specific DoD commitments to non-DoD agencies. The OASD(HA) has the authority to place orders for the DEERS Program with the DCA. The contractor, acting as the agent of the DEERS Program Office, shall

C7.4.3.1. Determine facility or communications requirements based on workload statistics provided by the Uniformed Services.

C7.4.3.2. Conduct a site survey of each facility prior to DEERS implementation.

C7.4.3.3. Complete telecommunication service requests (TSRs) based on results of site surveys and workload statistics. These TSRs shall include base requirements as identified and agreed to by the DEERS Program Office and Uniformed Service (command) offices.

C7.4.4. DCA Organization

C7.4.4.1. The allocation and engineering of DCS circuits are accomplished by the DCA organizations named in the following listing, which also shows the DCS geographical areas for which each organization is responsible:

<u>ORGANIZATION</u>	<u>RESPONSIBLE FOR</u>
Headquarters, DCA Washington, DC	Special user circuit requirements
DCAOC, A&E Division Scott Air Force Base, IL	DCS areas 1, 2, 9, and inter-DCA area requirements

C7.4.4.2. The Defense Commercial Communications Office (DECCO), a DCA field activity at Scott Air Force Base, IL, performs a centralized procurement function to meet the telecommunications requirements of the Department of Defense and other Government Agencies authorized by specific DoD agreement to procure service through the DoD centralized leasing agency.

C7.4.5. Telecommunications Certification Office (TCO). A TCO is the activity designated by a Federal Department or Agency to certify to the DCA (as an operating agency of the NCS) that a specified telecommunications service or facility is a bona fide requirement of the Department or Agency and that it is prepared to pay mutually acceptable costs involved in its fulfillment. The DEERS Program Office has been designated a certified TCO.

C7.4.6. Telecommunications Service Requests (TSRs). TSRs with a service date more than 270 days from the submission date will not be accepted by the DCA action agency, unless the requirement is justified as an exception to normal processing procedures. One such justification, for example, could concern a requirement to place an order with a commercial company more than 270 days in advance of the required service date to provide lead time for special construction of communications facilities or assembly of equipment. Another justification could concern TSRs in support of contingency operations. Aside from such special cases, requirements submitted to the DCA action agency in accordance with the circular shall be for service within the 270-day limit. The TCOs will provide as much lead time as possible within this time period to meet their needs. When more than one source of supply exists and when not otherwise restricted by law, regulation, and the nature of the requirement, the DECCO contracting officer shall employ competitive procedures to procure leased services.

C7.4.7. Installation. A team of technicians from the contractor's office or the vendor shall be responsible for installation of all associated equipment at each user facility from the line termination to the terminal. The vendor shall install modem, telephone, and multiplexer where used.

C7.4.8. Acceptance of Lines. Acceptance of the necessary lines, equipment, and other special facilities shall be accomplished by the contractor with information passed to the user.

C7.4.9. Operational Use and Testing. All necessary operational instructions and education shall be provided to the user at the time of installation and acceptance. Necessary standard operating procedures shall be provided by the contractor.

C7.4.10. Maintenance. Procedures for requesting repairs and reporting results of operational tests shall be delivered to the user during installation and acceptance. Maintenance accomplished on a scheduled and emergency basis shall be provided by a local vendor to be identified.

C7.4.11. Payment. Each month, DECCO shall provide the DEERS Program Office with an invoice listing of all costs for that period. The DEERS Program Office) through the OASD(HA), shall validate and forward invoices for payment.

Figure C7.F1. DEERS Site Survey

Date _____ Interviewer _____

In what department will the device be located? _____

What is the room number where the device will be located? _____

Who is (are) the contact(s) at this location and their phone number?

Where will the device be installed? _____
(Use supplemental diagram sheet)

Will this location need a CRT or a phone? _____

The modem and channel interface

- (1) two (2) electrical outlets _____
- (2) a secure location away from office traffic _____
- (3) distance of fifty (50) feet or less from CRT? _____
- (4) two (2) cable pairs _____

The terminal

- (1) one (1) electrical outlet _____
- (2) a location on a counter or table near customer that will support a CRT measuring 26 inches deep by 14 inches high by 18 inches wide

Will physical change be needed at this location to accommodate a CRT or phone?

If "yes", explain _____

Who owns and maintains the communication lines at this military installation?

Base Communications:	MTF Communications:
Officer _____	Officer _____
Phone _____	Phone _____
Address _____	Address _____

Figure C7.F1. DEERS Site Survey, continued

Military Installation _____
 Branch of Uniformed Service _____
 Address _____
 ZIP Code _____
 Medical Treatment Facility _____
 Installation Command Officer _____
 Telephone--commercial/AUTOVON _____
 MTF Command Officer _____
 MTF Executive Officer _____
 MTF Pharmacy Officer _____
 MTF Communications Officer _____
 Dental Officer _____
 Personnel Officer _____
 Public Affairs Officer _____
 MTF Contact Person _____

Other Key Personnel:

Name:	Rank:	Title:	Telephone: commercial/autovon
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of Medical Treatment Facility

-clinic _____ hours
 -hospital _____ hours
 -dental _____ hours

Active Duty population _____
 Active Duty Dependent population _____

Figure C7.F2. DEERS Communications Questionnaire

1. **Military Installation**
 - a. Name _____
 - b. Location _____

2. **List medical, dental, or other facilities at this installation at which military identification cards must be shown prior to receiving medical treatment (use additional sheet if necessary).**
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____

3. **Please forward the latest available morbidity/workload data for each of the above facilities with the complete questionnaire. The following categories of information/workload data are required for each facility:**
 - a. Name of facility
 - b. Type of facility (hospital, medical clinic, dental clinic)
 - c. Number of admissions (if hospital)
 - d. Number of outpatients (if hospital or medical clinic)
 - e. Number of patients (if dental clinic)
 - f. Number of prescriptions (if hospital or clinic has pharmacy)

Figure C7.F2. DEERS Communications Questionnaire, continued

In each category - Admissions, Out-patients, Patients, and Prescriptions, please divide total number treated into number of active duty, active duty dependents, retired military, U.S. government civilian employee, and other. For persons in the other category, indicate why individual was eligible for government medical treatment, if known. (For each facility, indicate whether data provided is annual, monthly, or daily average).

4. Should you have questions regarding completion of this questionnaire, please telephone the Communications Manager at (703) 820-4850.

5. When completed, return this questionnaire to the following:

DEERS
ATTN: Communications Manager
1600 N. Beauregard Street
Alexandria, VA 22311

6. For your information

a. Your DEERS Service Project Officer is

(1) Name/Rank _____

(2) Duty Phone _____

(3) AUTOVON _____

(4) Duty Address _____

_____ ZIP Code _____

b. Your service communications point of contact for the DEERS Program is

(1) Name/Rank _____

(2) Duty Phone _____

(3) AUTOVON _____

7. Thank you for your cooperation.

AP1. APPENDIX 1

DEERS PROGRAM MANUAL
BIBLIOGRAPHY - LISTED CHRONOLOGICALLY

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AP1.2.1. DoD Instruction 1000.13, "Identification Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Personnel," July 16, 1979.

AP1.2.2. DoD Directive 1341.1, "Defense Enrollment Eligibility Reporting System (DEERS)," October 14, 1981.

AP1.2.3. DoD Instruction 1341.2, "Defense Enrollment Eligibility Reporting System Procedures," March 2, 1982.

AP2. APPENDIX 2

DEERS PROGRAM MANUAL
OPERATING INSTRUCTIONS FOR THE DEERS ELIGIBILITY INQUIRY TERMINALS

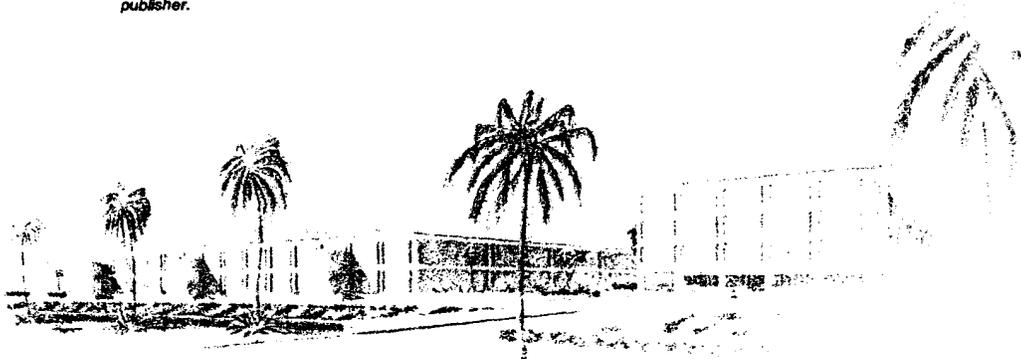
AP2.1. OPERATING INSTRUCTIONS

This appendix prescribes detailed operating instructions for the two CRT terminals being used by DEERS for eligibility checking in Uniformed Services facilities. These two types of terminals are the Racal-Milgo 4276 and the Courier 2700.



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WARNING:

This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. As temporarily permitted by regulation it has not been tested for compliance with the limits for Class A computing devices pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

INTRODUCTION	1	KEYBOARDS	3
DISPLAY	1	SPECIAL KEYS	3
DISPLAY STATION SCREEN	2	CHARACTER GENERATING KEYS	8
OPERATOR INFORMATION LINE.....	2	CURSOR POSITIONING KEYS	9

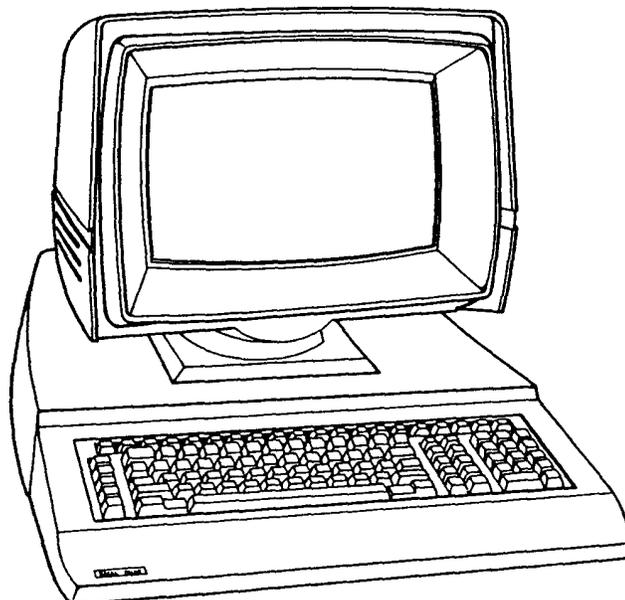
INTRODUCTION

This book introduces you to a new stand alone communications terminal, the Racal-Milgo 4276. The text and illustrations have been organized so that you can become a competent terminal operator in the shortest time possible. This operator's guide has been specially written to make your learning experience as easy and informative as it can be.

Don't be frightened if this is your first encounter with a communications terminal. You will quickly see that the terminal is composed of elements that are not significantly different from some very familiar items, such as an ordinary typewriter and a television screen. You will soon find your encounter to be an encounter of the most rewarding kind.

DISPLAY

The CRT display is actually a moveable window which allows the operator a comfortable viewing angle. A conveniently located brightness control compensates for variable room lighting conditions. The screen is capable of displaying 25 horizontal lines of 80 characters each. The 25th line always displays operator information and cannot be used for DATA ENTRY. The remaining 24 lines make up one page of data stored in display memory. Thirty seconds after the power is applied, the cursor, a solid rectangle, will appear at the upper left-hand corner of the display screen. The cursor is manually controlled from the keyboard and indicates where the next keyboard character entry will be made. Whenever the term bottom or final line is used, it refers to the last possible data line, the 24th line of text.



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DISPLAY STATION SCREEN

The station screen displays both control information generated by an application program and data entered by the operator from the station keyboard. The control information includes prompts defined by the application program to guide the operator in selecting operations or in keying data in the proper order and format.

The display screen is capable of displaying 1,920 characters, formatted as 24 lines of 80 characters each.

In each screen format the last line (line 25) is used as an operator information line. The operator information line is used to display physical and operational status information plus any error messages or informational messages related to the current station activity (English language messages are used rather than special symbols). The operator information line is also used to enter local commands and to perform the off line functions identified in the local command section.

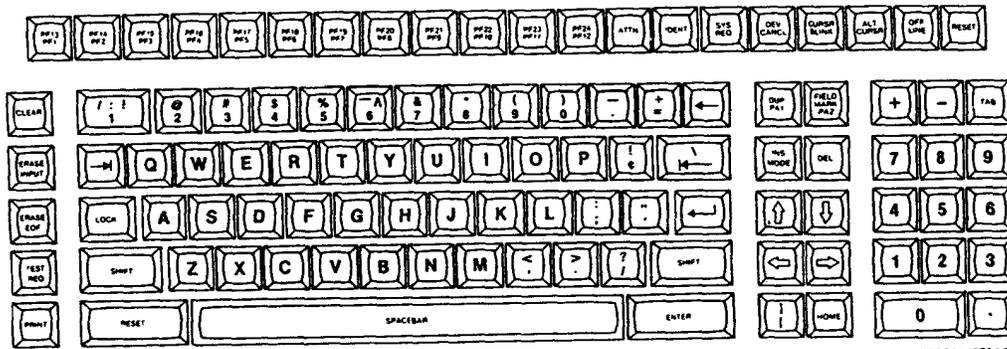
OPERATOR INFORMATION LINE

The operator is kept informed of the status of the terminal by the Operator Information Line, Line 25 of the display. The line is divided into the informational fields shown below.

- Columns 1-9 – Operating Mode (Remote, On-Line or Local)
- Columns 10-14 – Case – Shift (Upper or Lower, Shifted or Not)
- Columns 15-19 – Insert Mode
- Columns 20-36 – Printer Status
- Columns 37-57 – Keyboard Status
- Columns 58-70 – Communication Error Messages
- Columns 71-80 – Counters
 - 71-74 – Line Count
 - 75-80 – Column Count

KEYBOARDS

A number of keyboard styles are available as part of the RMI 4276 Stand Alone System. Pictured below is the 87-key TYPEWRITER EBCDIC keyboard which is compatible with the IBM 3278.



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SPECIAL KEYS



PF 1 THROUGH
PF 24 KEYS



The PF keys are program function keys that are assigned specific functions by the application program operating at the host. On the 4227 keyboard, there are 24 PF keys. PF 1 through PF 12 are function keys located in the top row of the keyboard. PF 13 through PF 24 are the shifted functions of the same keys.

ATTN (Attention)
KEY



Depressing this key causes the screen to switch between five different displays. Initially the screen displays the Current Message Traffic. The First key strike causes the screen to display the Format Buffer. The Second key strike presents the Printer Buffer. The Third presents the Receive Buffer, the Fourth the Transmit Buffer. The Fifth key strike brings back the Current Message Traffic.

IDENT
(Identification) KEY



This key is not used.

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SYS REQ (System Request) KEY



When the SYS REQ key is depressed, a signal is sent to the host system to indicate to the application program that your display station may be failing and that you are requesting a station test. The request for test procedures is normally defined in the application program user's guide. If not, ask your supervisor for assistance.

DEV CANCL (Device Cancel) KEY



The DEV CANCL key is used to cancel a print request (see Print key description) when the printer is busy, not working, or fails during a print operation. The device cancel function is activated by depressing DEV CANCL key.

CURSR (Cursor) BLINK KEY



This key is not used.

ALT CURSR (Alternate Cursor) KEY



This key is used to enter the Line Monitor Mode. It is used primarily by Field Support personnel.

To Enter the Line Monitor Mode:

- Be sure the LOCK key is off (i.e., in the up position).
- Depress the ALT CURSR key.
- Depress the ATTN key while holding down the SHIFT key. The Line Monitor will now be displayed.

To Freeze the Line Monitor:

- Depress the SHIFT key and the ATTN key simultaneously.

To Resume Line Monitor Operation:

- Depress the SHIFT key and the ATTN key simultaneously.

To Remove the Line Monitor:

- Depress the ALT CURSR key while holding down the SHIFT key.
- Depressing SHIFT-ALT CURSR will restore the Line Monitor.

To Exit the Line Monitor Mode:

- Depress the ALT CURSR key or the RESET key.

OFF LINE KEY



This key is used to enter Local Mode in order to use the various Local Commands and is used primarily by Field Support Personnel.

The three Local Commands available with the 4276 Stand Alone System are:

- CFG – displays the terminal parameters (such as station address, baud rate, etc).
- OPT – displays the system options that are available.
- CKM – displays the system checksum.

To Enter Local Mode:

- Depress the OFF LINE key.
- Type the specific Local Command (CFG, OPT, CKM), being sure they are entered in upper case.
- Depress the ENTER key.
- Use the TAB key or any Cursor Positioning key to position the cursor.

To Exit Local Mode with changes recorded:

- Depress the PF 1 key.

To Exit Local Mode without recording changes:

- Depress the PA 1 key.

To Exit the Local Command displays:

- Depress the RESET key.

RESET KEY



The RESET key is used to:

- restore keyboard operation when most error messages or messages that inhibit the keyboard are displayed,
- terminate an Insert Mode operation

The RESET key does not function when transmitting data to or receiving data from the host system, or when any messages relating to a print operation (see PRINT key) are displayed. The DEV CANCL key is used to clear print operation messages.

CLEAR KEY



Depressing the CLEAR key: (1) erases every character on the screen (protected and unprotected fields) except the operator information line; (2) moves the cursor to the first character position of line 1; (3) places the display in an unformatted mode; (4) sends a message to the application program indicating that a clear function has occurred; and (5) displays the INHIBIT-WAITING message on the operator information line.

ERASE INPUT
KEY

Depressing the ERASE INPUT key while working with a formatted screen containing entry fields, clears all characters in the entry fields and moves the cursor to the first character position of the first entry field on the screen.

Depressing the ERASE INPUT key while working with a formatted screen that has no entry fields only moves the cursor to the first character position in line 1 of the screen. No data characters are erased.

Depressing the ERASE INPUT key with an unformatted screen erases the entire screen and moves the cursor to character position 1 of screen line 1.

ERASE EOF
(End of Field) KEY

The ERASE EOF key erases or clears character positions in only the entry field in which the cursor is located. All characters in the entry field from the current cursor location to the end of the field are erased. The cursor does not move, but remains in the current location during the erase operation.

If your screen is unformatted, all character positions from the current cursor location to the end of the screen are cleared. This occurs because an unformatted screen appears as one large field to the system.

TEST REQUEST
KEY

This key is not used.

PRINT KEY

Depressing the PRINT key causes the data on your screen to be printed on the printer. A message in the form "PRINTER=01" is displayed in the printer status portion of the operator information line.

If the printer is busy, the message BUSY=01 is displayed, indicating that the printer is busy. In a busy situation, you can either wait until the printer becomes available (ACTIVE=01 displayed) or you can terminate the print request by depressing the DEV CANCL key.

If the printer fails during your print operation, the DEV ERR message is displayed on the operator information line. You must terminate the print operation by depressing the DEV CANCL key. If the failure resulted in printer power loss, you must restart the printer operation, since the characters not printed before the failure may or may not have been lost. To ensure the integrity of the messages it is best to repeat the print request.

PA 1 AND PA 2 KEYS

The PA 1 and PA 2 keys are program access (PA) keys that provide a method of communicating with application programs operating at the host system. The specific use of the PA 1 and PA 2 keys is defined by the application program at the host. Refer to the application program user's guide for details on when the keys are to be used and what functions they perform.

DUP (Duplicate) KEY

The DUP key is the shifted function of the PA1 key (i.e., depress the SHIFT key and the PA1 key). Depressing the DUP key causes a unique character code to be entered at the current cursor location and causes a tab forward operation to occur. The duplicate function provides a fast method of entering information that is common from one formatted display (or document) to the next in the same application. The DUP key causes a special code to be sent to the host system to indicate that a duplicate function is needed. The special code is displayed as an asterisk (*) on the display screen and printer.

NOTE: Because the use of the DUP key is defined by the application program, you should refer to the application program user's guide for specific uses.

FIELD MARK KEY

The FIELD MARK key is the shifted function of the PA 2 key (i.e., depress the SHIFT key and the PA 2 key). The FIELD MARK key provides a method of indicating the end of a field when working with an unformatted display application. A semicolon (;) is displayed on the display screen when the FIELD MARK key is depressed.

INS (Insert) MODE KEY

Depressing the INS MODE key places the keyboard in the Insert Mode which allows you to insert a character or string of characters in the middle of a field without changing the characters already displayed in the field. The INS message is displayed in the operator information line when in the Insert Mode.

The number of characters that may be inserted in a field is limited to the number of null characters remaining at the end of field. For example, in a field of 30 characters, with 16 character positions occupied, 14 characters could be inserted if necessary.

When an alphanumeric key is depressed during the Insert Mode, the character is displayed at the current cursor location, while the cursor and all characters to the right of the cursor are shifted to the right 1 character location. When the last available character position in the field is occupied, the keyboard is disabled (INHIBIT-FIELD FULL message displayed).

If a field consists of more than 1 line, the character in the last position of the line containing the cursor is shifted to the first character position of the next line.

To return the keyboard to the Normal Mode, depress the RESET key. You may also use the ENTER key, or any other key that causes communication with the host system (e.g., PA, or PF keys).

DEL (Delete) KEY



Depressing the DEL key, deletes the character marked by the cursor and causes all characters to its right to be shifted one character position to the left. The cursor remains stationary and is positioned under the character being left shifted to allow additional character deletions.

CHARACTER GENERATING KEYS



ALPHABETIC
KEYS

The keycaps for the Alphabetic keys illustrate uppercase (capital) letters. The uppercase letters are displayed when the shift (SHIFT) and lock (LOCK) keys are used with the character key. The lowercase letters are displayed when the shift and lock keys are not used. All alphabetic keys are repeat-action keys.

SPECIAL
SYMBOLS AND
PUNCTUATION
MARKS KEYS

Special Symbols and Punctuation Marks are located on the top row of the Character Generating keys. All symbols and punctuation marks are repeat-action keys. If a symbol or punctuation mark is on the top half of the keycap, the SHIFT key is used with the character key to display it. If the symbol or punctuation mark is on the lower half of the keycap, no shift is required.

NUMERIC KEYS

The Numeric keys are repeat-action keys that display the digit on the lower half of the keycap when pressed. When the SHIFT key is used, the special characters on the upper half of the keycap are displayed. In order to assist the operator in entering a long series of numbers, a special numeric keypad has been included and is located to the right of the keyboard.

SPACE BAR

The Space Bar, located at the bottom center of the keyboard, is a repeat-action bar. When depressed, a space is entered on the screen replacing any other character currently in that character position, even a character in a nondisplay field. Spaces are valid data characters, so the Space Bar should never be used to position the cursor.

**CURSOR
POSITIONING
KEYS**



The keyboard provides Cursor Positioning keys to assist you in positioning the cursor. These keys are shown as shaded below.

Learning to use the Cursor Positioning keys is important because the cursor indicates the position in which the next character may be entered. Knowing how to move the cursor to any location on the screen to key in new data or to correct previous keying errors will result in higher productivity when working with the system. These keys perform two basic operations:

- moving the cursor one character position each time the key is depressed, and
- moving the cursor from the current location to the first character position of the next screen line (unformatted screens) or to the first character position of the next unprotected field or entry field (formatted screens).

**MOVING THE
CURSOR ONE
CHARACTER
POSITION**

The keys provided to move the cursor one position include: the CURSOR LEFT (←), CURSOR RIGHT (→), CURSOR UP (↑), and CURSOR DOWN (↓).

CURSOR LEFT (←) and CURSOR RIGHT (→) KEYS



Depressing either of these keys moves the cursor one character position at a time in the direction indicated by the arrow. Each key is a repeat-action key and when held down will continue to move the cursor left or right until the key is released. These keys may also result in horizontal cursor wrap, when the cursor is moved off the left or right side of the screen. When the cursor moves off the right side of the screen, it reappears one line lower on the left side of the screen. If the cursor moves off the left side of the screen, it reappears one line higher on the right side of the screen.

CURSOR UP (↑) and CURSOR DOWN (↓) KEYS



These keys move the cursor vertically up or down as indicated by the direction of the arrow. The cursor is moved one line up or down on the screen remaining in the same character position in each line. Like the other cursor movement keys, the CURSOR UP and DOWN keys are also repeat-action keys. Vertical cursor wrap can occur if either key is held until the cursor moves off the top or bottom of the screen. The cursor reappears on the opposite edge of the screen (bottom or top) in the same relative character position it occupied when it left the screen. The bottom of the screen is the operator information line. In the Normal Mode the cursor cannot enter the operator information line.

MOVING THE CURSOR TO NEXT ENTRY FIELD

The TAB (→), BACKTAB (←), NEW LINE (↵), and HOME keys may be used to move the cursor forward or backward from one entry field to another.

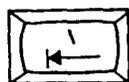
TAB KEY



The TAB key is a repeat-action key which permits you to move the cursor quickly from entry field to entry field. Depressing the TAB key, when working with a formatted screen, moves the cursor from the current location to the first character position of the next entry field.

Depressing the TAB key in an unformatted screen moves the cursor to the first character position in line 1 of the screen.

BACKTAB KEY



The BACKTAB key is also a repeat-action key which may be used to reposition the cursor quickly from entry field to entry field.

In a formatted screen, depressing the BACKTAB key moves the cursor to the first character position of the current entry field or to the first character position of the preceding entry field when the cursor is currently in position 1 of an entry field.

HOME KEY



Depressing the HOME key moves the cursor from the current location to the first character position of the first entry field (in formatted screens), or to the first character position of line 1 of the screen (in unformatted screens or screens with no entry fields).

NEW LINE KEY

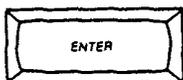


The NEW LINE Key is a repeat-action key which moves the cursor to the first character position of the first entry field in the next line of the screen.

In an unformatted screen, the NEW LINE key moves the cursor to the first character position of the next line. In a formatted screen, the placement of the cursor depends on the content of the next line.

Basically, the NEW LINE key attempts to place the cursor in the first unprotected character position of the next available line. If all character positions on the screen are protected, the cursor is placed in the first character position on line 1 of the screen.

ENTER KEY



Depressing the ENTER key informs the application program at the host system that you are ready to send the data displayed on your screen to the host. After the ENTER key is depressed, your keyboard is disabled and the INBIBIT-WAITING message is turned on, preventing further data entry from the keyboard.

When entering an Off Line command, the ENTER key is depressed to indicate the end of a response to a command prompt (e.g., after entering the command mnemonic, depress the ENTER key).

Racal-Milgo welcomes your comments concerning this instruction book. Although every effort has been made to keep it free from errors, some do occasionally occur. When reporting a specific problem or error, please describe it briefly and include the instruction book part number, the paragraph or figure number, and the page number.

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- Installation and training to be sure your system is installed properly by on-site personnel familiar with modem operation, testing and problem isolation techniques.

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FIGURE 1. MODEL 2700 DISPLAY TERMINAL



FEATURES

The 270 Information Display System is a family of general-purpose communication terminals and printers which provides the user with the ultimate in capability, flexibility, and reliability. Designed to be compatible with IBM display systems and computers, the 2700 Display Terminal offers features and advantages not offered by any other terminal. A terminal with detached keyboard is shown in Figure 1.

Three models of the display terminal are available:

Model 01 - 480-character display capacity (12 lines of 40 characters each)

Model 02 - 960-character display capacity (12 lines of 80 characters each)

Model 03 - 1920-character display capacity (24 lines of 80 characters each)

These terminals can be used for entry of data into, or retrieval of data from, any of several IBM computers.

Standard features available on all three models include a non-glare video screen, the ability to establish a predetermined display format (called a formatted display), dual intensity characters, a blinking square cursor (if desired in place of the dash-type cursor), a variable field underline, and field blink. In addition, the choice of one of two standard keyboards is offered as a standard feature of each of the three terminal models.

Optional features available for use with the 270 Information Display System include a light pen, a slot reader, lower-case alphabetic characters, a two-position locking switch (with key), an audible alarm to alert the operator of an entry error, a keyboard numeric lock, and a type-writer keyboard with a 10-key numeric pad. The operation of both the standard and optional features is described in sections in the manual dealing with keyboard operations.

FIGURE 2A. TYPEWRITER

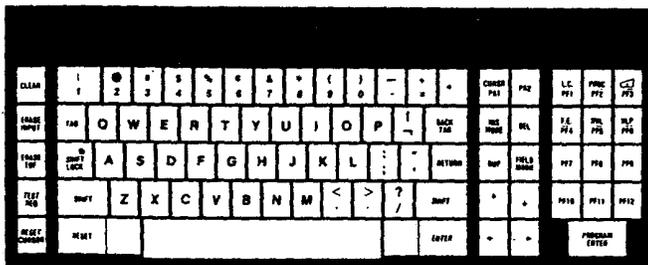


FIGURE 2B. DATA ENTRY

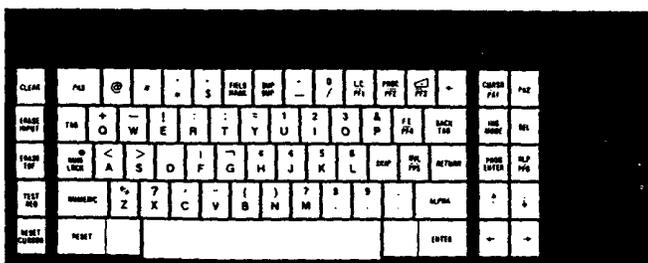
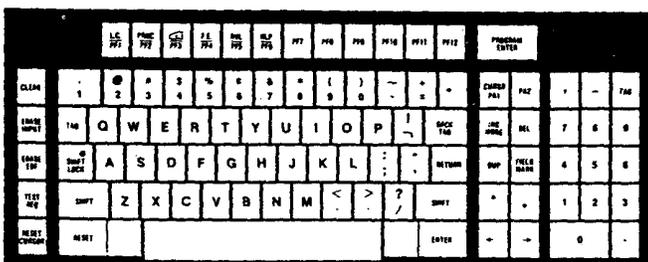


FIGURE 2C. TYPEWRITER WITH NUMERIC PAD



KEYBOARDS

There are three keyboard models any one of which may be used with the display terminal. These keyboards, shown in Figure 2, are briefly described as follows:

• **STANDARD TYPEWRITER KEYBOARD**

The alphabetic and numeric keys of the typewriter keyboard are arranged just like a typical office electric typewriter. Symbols and punctuation are also arranged to be similar to a typewriter and are activated by shifting just as when operating a typewriter. This keyboard also has a 12-key pad, the keys (PF keys) of which are used to access computer application programs. The standard typewriter keyboard is shown in Figure 2a.

• **DATA ENTRY KEYBOARD**

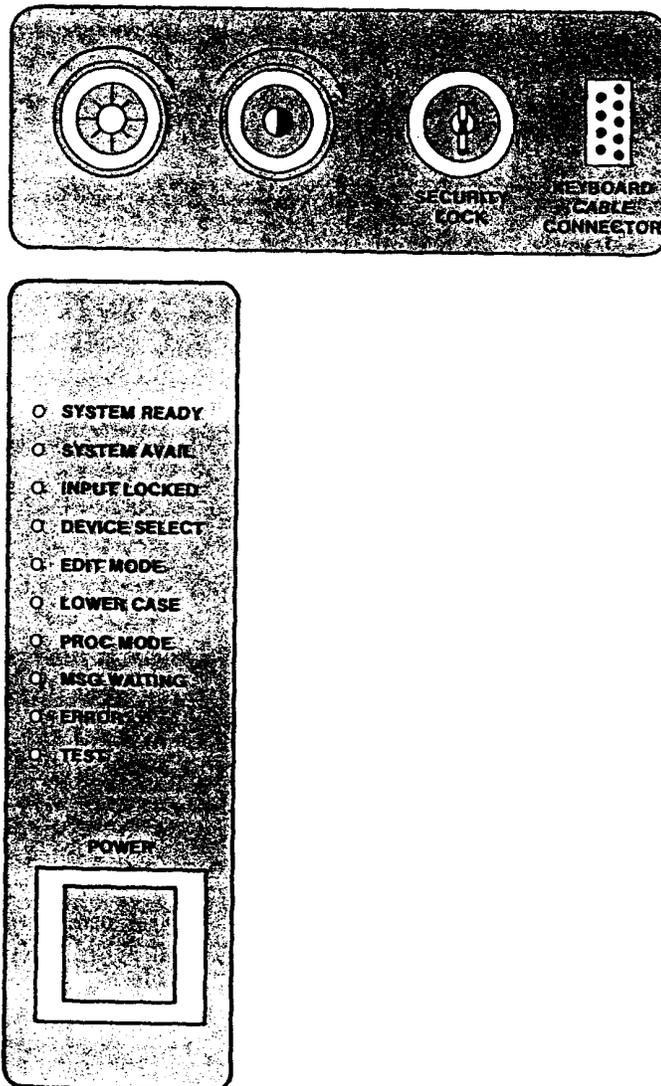
The alphabetic keys of the data entry keyboard are arranged like an office typewriter. However, the numeric keys are arranged in a keypunch-like layout just to the right of center on the keyboard (Figure 2b). When using this keyboard, numbers can be entered only when the keyboard is in the numeric or shifted mode. The punctuation marks and symbols are also arranged similar to a keypunch.

• **TYPEWRITER KEYBOARD WITH NUMERIC PAD**

Offered as an option, this keyboard is essentially the same as the standard typewriter keyboard, but with two important differences. First, the PF keys used for program access are arranged in a row at the top of the keyboard. The second difference is that a 10-key numeric pad is located to the right of the keyboard. The numbers on this pad are arranged in a pattern similar to that found on calculators or adding machines used for accounting purposes. The typewriter keyboard with numeric pad is shown in Figure 2c.

NOTE: The PA 2 key may be designated U LINE PA 2

FIGURE 3. CONTROLS AND INDICATORS



One of the most important keyboard-related options is the lower-case option which provides the capability to display the 26 lower-case alphabetic characters on the terminal screen. With this optional feature installed, the L.C./PF1 key is used to activate the lower-case typing mode on the keyboard. Once activated, the alphabetic keys generate upper- or lower-case characters depending upon the use of the SHIFT keys. Again, the operation is similar to that of a standard electric typewriter. The lower-case option may be used on the two typewriter keyboards. It is not applicable to the data entry keyboard.

Another optional feature available for use with any of the keyboards is the audible alarm. This option provides a small speaker which sounds a one-half second audible tone when a character is entered into the last unprotected location on the screen. The alarm can also be activated by the computer with which the Model 2700 Display Terminal operates.

All of the keyboards have been designed with full regard to the people who will operate them. The keyboards are detached from the display terminal, and the rear legs are adjustable by the operator so that a comfortable slant can be obtained. The keys activate a mechanical "clicker" when operated. This clicking sound provides an operational feedback to the person using the keyboard and is activated by the \square /PF3 key.

In addition, each keyboard has appropriate homing keys, i.e., keys which have a deeper "dish". These keys are the same as those used as home keys on any office typewriter. All of the keys have a matte finish to reduce glare.

In summary, the human engineering factors incorporated into the 2700 Information Display System provide optimum screen size and angle with allowances for appropriate character size, arrangement and clarity. The keyboard layout and functions, coupled with other functions such as protected format, tabbing, transaction keys, insert and delete and repeat characters, increase operator efficiency and reduce fatigue.

CONTROLS AND INDICATORS

Two control panels are incorporated in the Model 2700 Display Terminal; the layout of each is shown in Figure 3. The upright or vertical panel is located to the right of the display screen; the other panel is located underneath. A functional description of each control or indicator is explained in conjunction with the operating instructions for the individual keyboards.

OPERATING THE TERMINAL

The remainder of this instruction manual has been prepared so that each operating instruction is adjacent to an illustration of the key or group of keys being operated. The operator should sit at a terminal as the step-by-step instructions are read so the switches and keys may be used at the same time. The sequence of operation begins when the POWER pushbutton is pressed, then proceeds from adjusting and observing the display image, through explaining the indicators, to understanding all of the keys on the keyboard. The operation of each keyboard is included in a separate section. Each section is complete in itself making it unnecessary to read data about a keyboard that is not installed on the terminal or to constantly refer to other sections of the manual.

CURSOR OPERATION

Full understanding of the cursor operation is essential to a complete understanding of the operation of the 270 Information Display System. Proper use of the cursor enhances operator efficiency. For this reason, the operator especially the new operator, should become familiar with the cursor operation even before proceeding with the remaining sections of this manual.

The cursor is a special symbol resembling an underscore or a blinking square which appears on the screen beneath the character position where the next character will be entered. It is not possible to begin entering data at a location other than where the cursor is located at that particular time. In addition, if it is desired to change, alter, or edit data that has been previously entered, the cursor is positioned beneath the data to be changed and then the appropriate action is initiated.

When power is first turned on, the cursor is automatically positioned at the first character location at the top of the screen. Normally, the cursor blinks on and off so that it is easily recognized, especially if the terminal screen has been filled with data.

On all keyboards, a cluster of four keys to the right of the main keyboard allows for movement of the cursor one location at a time to the left (←), right (→), up (↑), or down (↓). In addition, the backspace key (in its normal position on the keyboard) serves the same function as the move-cursor-left key and is also marked with a left arrow (←). The TAB key and the BACK TAB keys also move the cursor; the TAB key moves the cursor to the right, and the BACK TAB key moves it to the left. In addition, the RETURN key positions the cursor to the first entry position on the next row; the RESET CURSOR key positions the cursor to the first entry position in the top row. Using these keys, the cursor may be positioned to any location on the screen without disturbing the contents of the corresponding buffer locations.

The cursor positioning keys are all capable of causing the cursor to "wrap" (move off the top or bottom of the screen or move off either side and appear on the opposite side). Horizontal wrap causes the cursor to reposition to the first location of the next lower or higher row of characters. Vertical wrap causes the cursor to reposition to the top or bottom of the screen, but does not involve any horizontal movement. The cursor movement keys repeat at approximately 24 times per second for horizontal movement and approximately 12 times per second for vertical movement.

Detailed instructions about operating the cursor are contained in the sections of this manual pertaining to each keyboard.

OPERATOR ACTIVATED FEATURES

In addition to the normal operation of the terminal, the operator can activate several control functions from the keyboard. All functions are activated or deactivated by

- (A) depressing and holding the left shift key,
- (B) depressing and holding the left shift lock key, and
- (C) depression of the required function key.

Repeated depressions of the function key will alternately activate/deactivate the function.

CURSOR STYLE CONTROL

The operator can select either a blinking block style or an underline style cursor. To change style, the following steps must be performed:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{CURSR}}{\text{PAT}}$ key

Repeated depression of the $\frac{\text{CURSR}}{\text{PAT}}$ key will change cursor to the alternate style.

CLACKER CONTROL

The terminal is equipped with an audible clacker that provides audible verification of a keystroke. The operator can activate or deactivate the clacker by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{CL}}{\text{PF3}}$ key

Repeated depressions of the $\frac{\text{CL}}{\text{PF3}}$ key will alternately activate or deactivate the clacker.

VARIABLE FIELD UNDERLINE

The terminal operator can activate the variable field underline. Non-transmittable underscores are displayed to show lengths of unprotected fields. The operator can activate or deactivate this feature by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress PA 2 key

Repeated depressions of the PA 2 key will alternately activate or deactivate the variable field underline. The PA 2 key may be designated $\frac{\text{U L N U E}}{\text{PA 2}}$

FULL REVEAL

The terminal operator can activate the full reveal feature. Full reveal provides the means of displaying the hex code of any character (data or attribute) in the display memory with the exception of data characters in non-display fields. To activate or deactivate the full reveal mode, the operator must perform the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{RVL}}{\text{PF5}}$ key

Repeated depressions of the $\frac{\text{RVL}}{\text{PF5}}$ key will alternately activate or deactivate the REVEAL MODE. To identify the hex code of a character, place the cursor on the display location of the character to be identified. The hex character will be displayed on the status line at the bottom of the display. When in Reveal Mode, nulls (hex 00) will be displayed as dots and spaces (hex 20) will be displayed as delta's (Δ). Figure 94 is the ASCII interface code set.

LOWER CASE DISPLAY

The terminal operator can activate the lower case option by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{L.C.}}{\text{PF1}}$ key

The Lower Case LED indicator on the operator control panel will indicate if the terminal is in lower case mode. Repeated depression of the $\frac{\text{L.C.}}{\text{PF1}}$ key will alternately activate or deactivate the lower case mode.

PROC MODE

The terminal operator can activate the PROC Mode by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{PROC}}{\text{PF2}}$ key

The PROC Mode LED indicator on the operator control panel will indicate if the terminal is in PROC Mode. Repeated depressions of the $\frac{\text{PROC}}{\text{PF2}}$ key will alternately activate or deactivate the PROC Mode.

FE MODE

The terminal operator can activate the FE Mode by performing the following steps:

STEP	ACTION
1	depress and hold left shift key
2	depress and hold left shift lock key
3	depress $\frac{\text{F.E.}}{\text{PF4}}$ key

The FE indicator and the status line will be displayed on the screen.

Repeated depressions of the $\frac{\text{F.E.}}{\text{PF4}}$ key will alternately activate or deactivate the FE Mode.

SCREEN FILL

The operator can fill the screen with a character or patterns of characters by performing the following steps:

STEP	ACTION
1	FE Mode enabled (follow steps above)
2	depress CLEAR key
3	enter the character or characters to be repeated starting at the home position
4	depress and hold left shift key
5	depress and hold left shift lock key
6	depress DUP key momentarily

The characters between the home position and the first null will be repeated to the end of the screen.

HELP PANEL

The operator can display the sixteen bytes of information pertaining to the option switch and strap settings, keyboard error counters and terminal's status one and status two bytes by performing the following steps:

STEP	ACTION
1	FE Mode enabled (follow steps above)
2	depress and hold left shift key
3	depress and hold left shift lock key
4	depress $\frac{\text{HLP}}{\text{PF6}}$ key

This display will normally be used by the Field Engineer in trouble resolution.

KEYBOARD CONTROL FUNCTION	FE ON?	ACTION		INDICATION
CURSOR STYLE CONTROL	NO	S/SL	<u>CURSR</u> PA1	Cursor will alternately change style between underline and blinking block.
CLACKER CONTROL	NO	S/SL	<u>CL</u> PF3	Clacker will alternately be enabled and disabled.
VARIABLE FIELD UNDERLINE	NO	S/SL	PA2	Variable Field Underline will alternately be enabled and disabled.
FULL REVEAL	NO	S/SL	<u>RVL</u> PF5	Full reveal will alternately be enabled and disabled.
LOWER CASE DISPLAY	NO	S/SL	<u>L.C.</u> PF1	Lower case mode will alternately be enabled and disabled.
PROC MODE	NO	S/SL	<u>PROC.</u> PF2	Proc Mode will alternately be enabled and disabled.
FE MODE	-	S/SL	<u>F.E.</u> PF4	FE Mode will alternately be enabled and disabled.
SCREEN FILL	YES	S/SL	<u>DUP</u> DUP	Screen will fill using characters between home position and first null.
HELP PANEL	YES	S/SL	<u>HLP</u> PF6	Help panel will appear.

OPERATION SUMMARY

Each of the keyboard control functions require depression of the left shift key and the left shift lock key, followed by the specified dual function key. The shift and shift lock key operation is depicted by S/SL in the following summary table.

GENERAL OPERATION

The typewriter keyboard with numeric pad is similar to a standard typewriter keyboard in appearance and arrangement of keys. The majority of keys perform the same function as the keys of the same name on a typewriter keyboard. The layout of the typewriter keyboard with numeric pad is shown in Figure 62.

This keyboard can generate and display 26 upper-case alphabetic characters, 10 numeric characters, and 26 symbols and punctuation marks by operation of the key that designates the desired character. The character is displayed on the screen in the position marked by the

cursor. The keyboard also includes the control keys which are used to edit data and generate input messages to signal the computer.

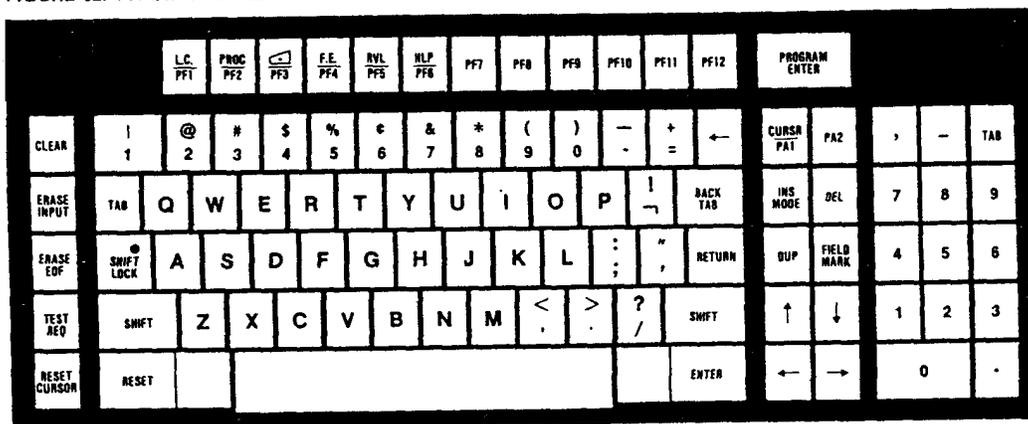
Keys that have two designations shown on their faces can generate either designation or character depending upon the position of the SHIFT key.

The lower character is generated when the selected key is pressed and the keyboard is in the unshifted mode. To generate the upper character, the SHIFT key must be held down while the selected key is pressed. The SHIFT keys and the SHIFT LOCK key function essentially the same as they do on any standard typewriter.

The 14-key numeric pad conveniently located on the right side of the keyboard is particularly useful in accounting operations where entry of quantities of numeric data is required. The operation of this numeric pad is similar to the operation of an adding machine or calculator. The additional numeric and punctuation keys provide a comfortable and expedient arrangement for the operator. The TAB key is included in the numeric pad to allow the operator to move from field to field without an inefficient movement to the TAB key provided on the opposite side of the keyboard.

NOTE: The PA 2 key may be designated
 U LINE
 PA 2

FIGURE 62. TYPEWRITER KEYBOARD WITH NUMERIC PAD



OPERATION OF TYPEWRITER KEYBOARD WITH NUMERIC PAD

To operate the typewriter keyboard with numeric pad, proceed with the following steps:

NOTE: If your company has a sign-on procedure and your terminal is not signed-on, you can operate any key without affecting the program or the computer. A sign-on procedure allows the program to ignore any signals received from a terminal that is not signed on.

Press the POWER pushbutton to apply power to your terminal. When the power is on, the pushbutton

lights. A delay of a few seconds is built in to allow the cathode ray tube (screen) to warm up. After this delay, a short horizontal bar or blinking square appears in the upper left portion of the screen (in the first character position on line 1). This symbol is the cursor.

Observe the control panel (Figure 63) to the right of the screen. The SYSTEM READY and the SYSTEM AVAIL lights should be on. If the INPUT LOCKED lights comes on, press the RESET key. If the INPUT LOCKED light remains on, check the position of the key in the SECURITY

LOCK (if one is installed in your unit). The key should be turned to the left. Place the key in that position, and press the RESET key again. The INPUT LOCKED light should go out.

Now enter a line of characters (Figure 64) using any combination of letter and/or number and symbol keys. Note that the cursor travels along as you type this data. Also note that if a character key is held down, its operation is automatically repeated. Observe these characters on the screen.

FIGURE 63. POWER PUSHBUTTON

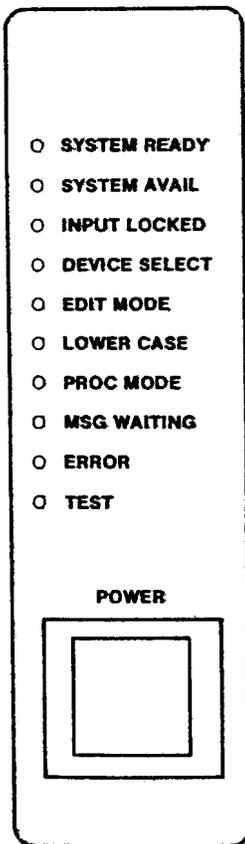
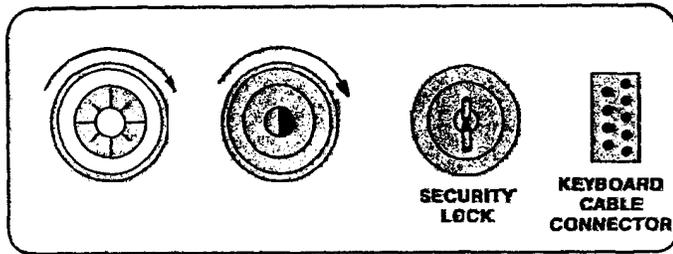


FIGURE 64. LINE OF CHARACTERS

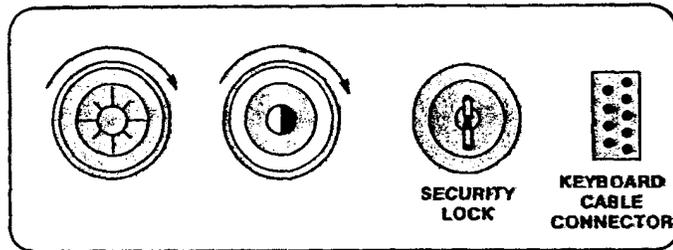


FIGURE 65. BRIGHT CONTROL



Adjust the brightness of the displayed characters using the BRIGHT CONTROL (Figure 65). Experiment with this control until a setting is found that is most convenient and comfortable for viewing. There is no correct setting for the brightness of the image.

FIGURE 66. FIELD CONTRAST

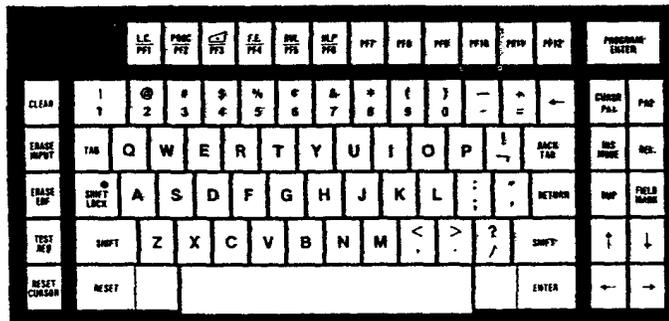


NOTE: Use of a formatted test display is essential to understanding and accomplishing the following instructions which pertain exclusively to formatted display operations and are clearly labeled as such. In this case, it is also necessary to understand the difference between a protected and an unprotected field.

UNFORMATTED DISPLAY: Use of the FIELD CONTRAST control for unformatted displays is not necessary.

FORMATTED DISPLAY: Adjust the FIELD CONTRAST control (Figure 66). Note that the protected fields of the formatted display have a different intensity than the unprotected fields.

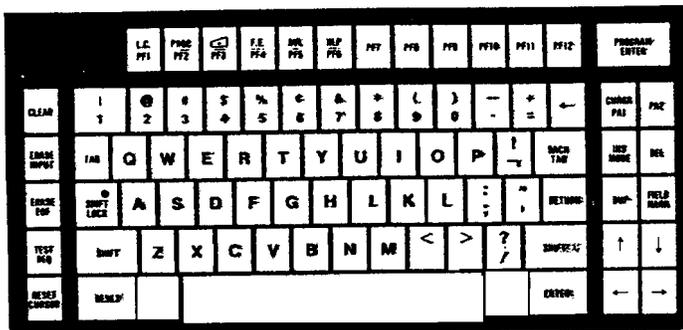
FIGURE 67. CLEAR KEY



UNFORMATTED DISPLAY: Press the CLEAR KEY. Note that pressing the CLEAR key blanks every character on the face of the screen and positions the cursor to the first character position on line 1. The SYSTEM AVAIL light (Figure 63) goes out momentarily, and the INPUT LOCKED light and DEVICE SELECT light come on momentarily. If the INPUT LOCKED light does not go out, press the RESET key to unlock the keyboard.

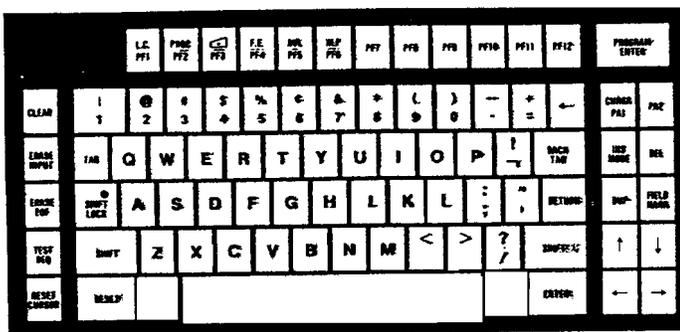
FORMATTED DISPLAY: Do not press the CLEAR key when using a formatted display. Pressing this key blanks the screen and establishes an unformatted display.

FIGURE 68. CURSOR CONTROL KEYS



Move the cursor by pressing each of the cursor control keys in turn. Observe the operation of the cursor. Make the cursor wrap. Note that the cursor control keys move the cursor automatically if the keys are held down.

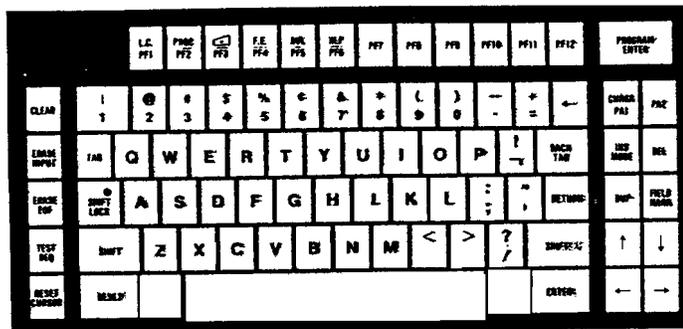
FIGURE 69. RESET CURSOR KEY



UNFORMATTED DISPLAY: Press the RESET CURSOR key. Note that the cursor is positioned to the upper left-hand corner of the screen.

FORMATTED DISPLAY: Press the RESET CURSOR key. Note that the cursor returns to the first character position of the first unprotected field.

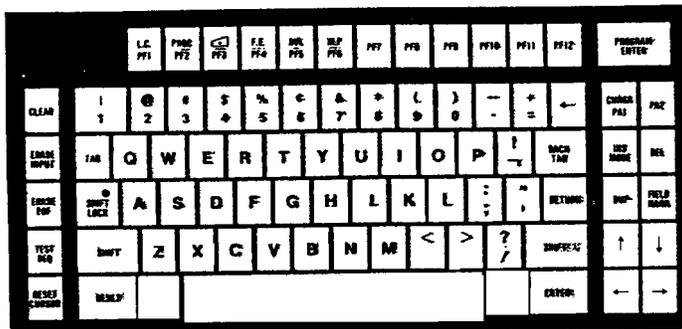
FIGURE 70. TAB KEY



UNFORMATTED DISPLAY: Press the TAB key. Note that the cursor does not move to a new position.

FORMATTED DISPLAY: Press the TAB key several times. Note that the cursor always moves to the right to the next position where it is possible for the operator to enter data. Using the TAB key, position the cursor to the farthest and lowest right-hand position possible.

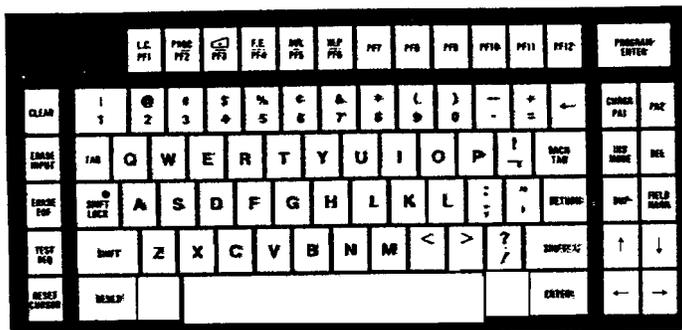
FIGURE 71. BACK TAB KEY



UNFORMATTED DISPLAY: Position the cursor near the center of the screen. Press the BACK TAB key. Note the cursor is repositioned to the first character position on line 1.

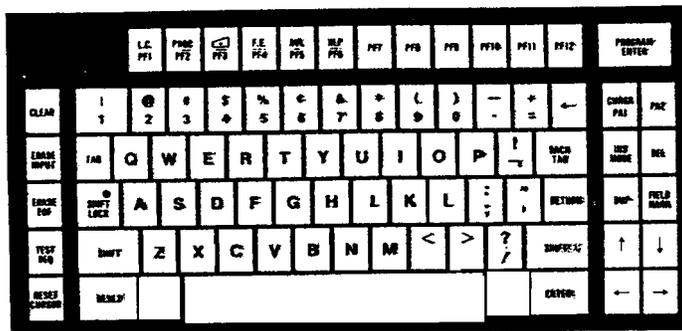
FORMATTED DISPLAY: Press the BACK TAB key, and note the operation of the cursor. Move the cursor at random with the cursor control keys or TAB key while alternately pressing the BACK TAB key. When the cursor is in an input field at a location other than the first character position, the BACK TAB key repositions the cursor to the first character position in that field. When the cursor is in the first character position of an input field, the BACK TAB key repositions the cursor to the first character position of the first preceding input field.

FIGURE 72. BACKSPACE KEY



Using the cursor control keys, position the cursor near the center of the screen. Now press the backspace key several times. Note that the cursor moves one character space to the left each time the key is pressed. (Operation of this key is identical to the operation of the move-cursor-left key.)

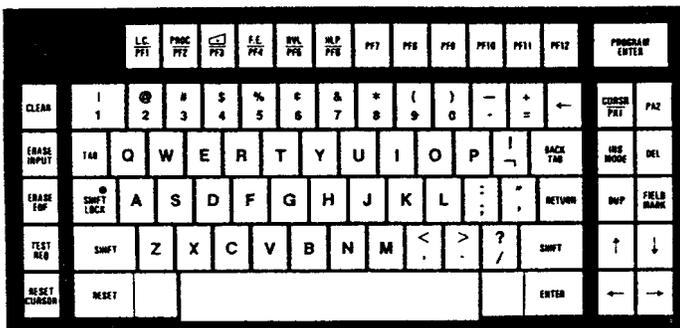
FIGURE 73. RETURN KEY



UNFORMATTED DISPLAY: Move the cursor, using the cursor control keys, to a position about halfway across the screen and several lines down. Press the RETURN key. The cursor is positioned to the first character location on the next line.

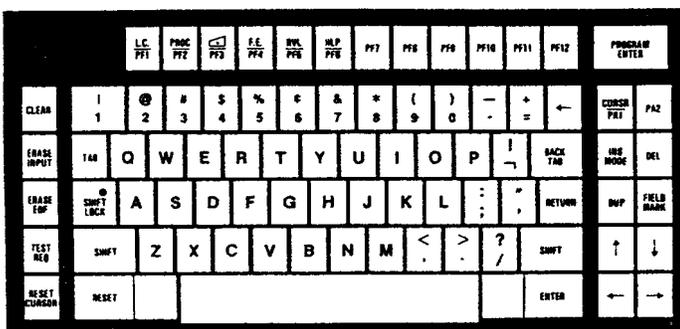
FORMATTED DISPLAY: Using the cursor control keys, position the cursor at or near the center of the screen. Press the RETURN key. Note that the cursor is positioned to the first character location of the first unprotected field on the next line.

FIGURE 74. SPACE BAR



Reset the cursor, and enter random data on the screen. Reset the cursor, and press the space bar until the cursor travels over the characters previously entered. Note that the characters appear to be deleted; however, unlike a typewriter or a keypunch, a space is considered an actual character that occupies a position on the face of the screen. When the space bar is pressed, a space is entered on the screen; this space character replaces whatever character is presently in that position. Do not use the space bar to position the cursor for that reason.

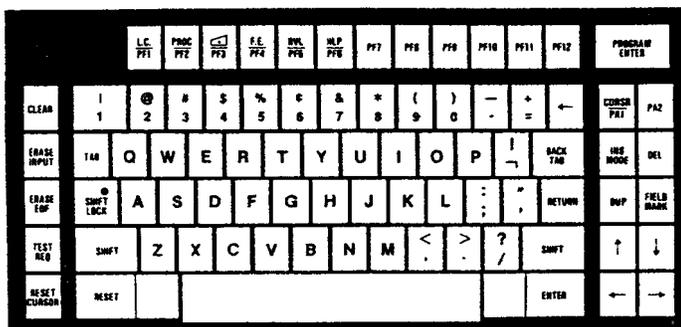
FIGURE 75. SHIFT, SHIFT LOCK AND LETTER KEYS



The SHIFT keys, SHIFT LOCK key and letter keys (A through Z) operate the same as on a standard typewriter keyboard, assuming, of course, that the lower-case option is installed on the terminal. If the lower-case option is not installed, then the letters are always displayed as upper case.

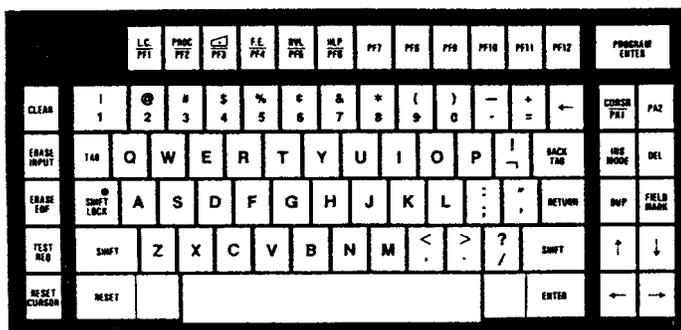
If the lower case option is installed, activate the lower case by depressing and holding left shift, left shift lock, and L.C./PF1 key. Note that the LOWER CASE light comes on. Press the SHIFT keys, alternately, and type data as appropriate using the other hand. Press the SHIFT LOCK key, and type data using both hands. Note the data appearing on the screen. Clear the display by pressing the ERASE INPUT key. To deactivate the lower case, repeat the sets used above to activate it. Note that the lower case light goes out.

FIGURE 76. NUMBER KEYS



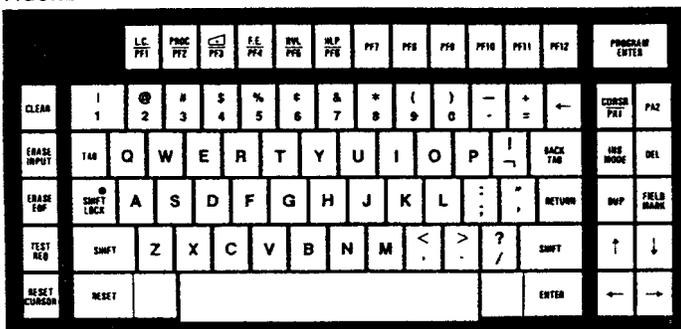
Operate the number keys (0 through 9) with no shift. Observe that the digit shown on the lower half of the key is displayed. Press the SHIFT key, and operate the number keys. Note that the symbol shown on the upper half of the key is displayed.

FIGURE 77. SYMBOLS AND PUNCTUATION MARK KEYS



Operate the symbol and punctuation mark keys with no shift. Observe that the symbol shown on the lower half of the key is displayed. Press the SHIFT key. Note that the symbol shown on the upper half of the key is displayed. Clear the display by pressing the ERASE INPUT key.

FIGURE 78. ERASE INPUT KEY



UNFORMATTED DISPLAY: Enter any amount of data on the screen. Press the ERASE INPUT key. Note that the inputted data is removed from the screen. Note that the cursor moves to the first character location on line 1.

FORMATTED DISPLAY: Enter data in the unprotected fields. Press the ERASE INPUT key. Note that all areas where data was entered are erased. Note also that the cursor moves to the first character location in the first field in which input data may be keyed.

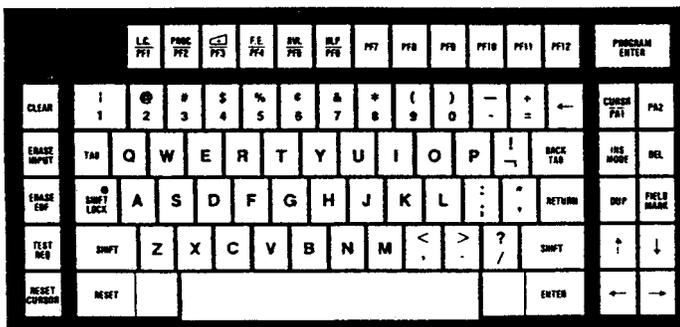
FIGURE 79. ERASE EOF (END OF FIELD) KEY



UNFORMATTED DISPLAY: Enter any amount of data on the screen. Press the backspace key several times to move the cursor back. Press the ERASE EOF key. Note that all characters from the cursor location to the end of the screen are erased. The cursor, however, does not move.

FORMATTED DISPLAY: Enter any amount of data into the unprotected fields. Position the cursor in the middle of one of the completely filled unprotected fields. Press the ERASE EOF key. Note that all characters from the cursor location to the end of the field are erased. The cursor, however, does not move.

FIGURE 80. INS MODE KEY



The purpose of the insert mode is to allow the operator to insert a character or characters into the middle of a field without disturbing the information that is already displayed there. Pressing the INS MODE key places the keyboard in the insert mode of operation.

UNFORMATTED DISPLAY: Enter data on the display screen. A social security number (168-22-5451) is a good example, leaving out the two digits in the middle of the number, i.e., enter 168-5451. Move the cursor to the first "5" in that number, and press the INS MODE key (Figure 63) comes on. Now enter "22-", and observe that the numbers "5451" moves to the right to accommodate the insertion.

If an entry is a large one and covers more than one line during the insert operation, characters shift from the end of one line to the beginning of the next line.

FORMATTED DISPLAY: Enter data into an unprotected field. A social security number is a good example (168-22-5451), leaving out the two digits in the middle of the number, i.e., enter 168-5451. Move the cursor to the first "5" in that number, and press the INS MODE key. The EDIT MODE light (Figure 63) comes on. Now enter "22-", and observe that the numbers "5451" move to the right to accommodate the insertion. If more characters are inserted than the field will hold, the keyboard is disabled. The number of characters that can be inserted into a field is limited to the number of blanks remaining in the field. If the field is a large one and covers more than one line, it is possible in some instances for an insert operation to shift characters from the end of one line to the beginning of the next line.

FIGURE 81. RESET KEY



Press the RESET key to reset the EDIT MODE (Figure 63). However, note that the RESET key does not change the status on the indicator panel during the short period of time when the display station is sending data to or receiving data from the computer. Thus, it may be possible to press the RESET key and not accomplish the desired reset. If this happens, press the RESET key again.

FIGURE 82. DUP KEY



UNFORMATTED DISPLAY: Operation of the DUP key is generally not applicable.

FORMATTED DISPLAY: The DUP key is used in some applications to duplicate information previously entered. Additional information must be supplied by your supervisor for its use; however, to observe the operation, press the DUP key. Note that a special character in the form of an asterisk is displayed in the position occupied by the cursor. Note that the cursor moves to the first character location of the next unprotected field.

FIGURE 83. DEL (DELETE) KEY



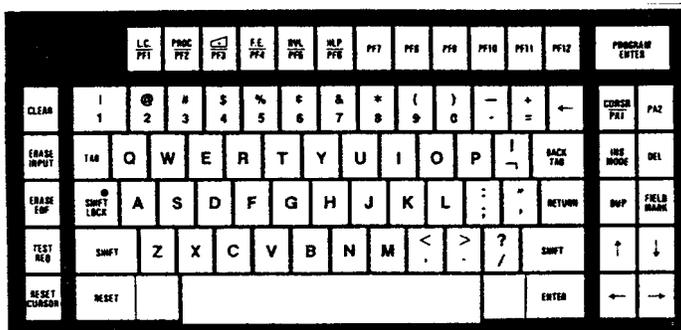
To simulate the use of the DEL key, enter incorrect data on the screen, for example: "Decemember 22, 1974" Move the cursor to the position of the extra "m". Press the DEL key. Note that the character occupying the position underlined by the cursor is deleted, and that all characters to the right of that position are shifted left one position. Note that the cursor does not move. The correction made, move the cursor to the next character position where data will be entered.

FIGURE 84. FIELD MARK KEY



The FIELD MARK key is used primarily when operating with an unformatted display. It indicates the end of a data field to the program. Press the FIELD MARK key and note that a special character in the form of a semi-colon is displayed. The cursor moves to the next character position.

FIGURE 85. PA1 AND PA2 KEYS



PA1 and PA2 are program access keys; they perform the function that their name implies. They provide a means of signaling the program or obtaining access to it. While the terminal is signaling the program, the INPUT LOCKED light comes on (Figure 63), making the keyboard inactive. Most programs, when replying to these keys, turn off this light; however, this decision is made by the program. The program that is operating in the computer at the time also determines how these keys are used. To determine their exact function, refer to the appropriate application procedure. If the INPUT LOCKED light remains on for an abnormally long period after one of the PA keys is pressed, press the RESET key to turn it off.

FIGURE 86. ENTER KEY



Pressing the ENTER key tells the program that the message has been completed, and it is time for the information on the screen to be entered into the computer. While the terminal is signaling the program, an INPUT LOCKED light comes on, making the keyboard inactive. Most programs, when acting on an ENTER key signal, turn off this light; however, this decision is made by the software program. If the INPUT LOCKED light remains on for an abnormally long period after use of the ENTER key, press the RESET key to turn it off.

FIGURE 87. PF1 THROUGH PF12 KEYS AND PROGRAM ENTRY KEY



In addition to the functions permanently assigned to other keys (such as backspace, tab, back tab, etc.), application programs can assign other programmable functions to the Program Function (PF) keys. To determine the use of each key and the corresponding action, refer to the appropriate application instruction.

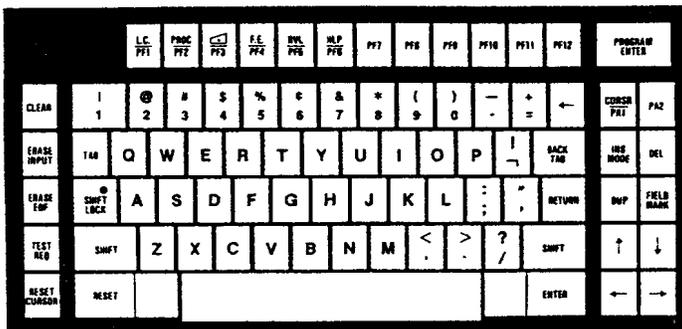
In some applications, an optional use of the PROGRAM ENTER key is desired to prevent sending unsolicited requests to the computer. For these applications, the PROGRAM ENTER key must be used in conjunction with the PF keys. The PROGRAM ENTER key must be pressed following the operation of any one of the 12 PF keys before a request is sent to the computer.

FIGURE 88. TEST REQ KEY



The function of the TEST REQ key is determined by the computer. As such, this key may be ineffective. Pressing the TEST REQ key sends a unique signal to the computer telling the program that a test message is desired. While this signaling is taking place, the INPUT LOCKED light turns on (Figure 63) making the keyboard inactive. The program replying to the signal, normally turns off the light and displays a message on the screen that advises what procedure should be followed. You should request specific instructions for use of this key.

FIGURE 89. NUMERIC PAD



The numeric pad is a convenience for those operations where personnel are familiar with operating calculators or adding machines. The numeric pad is laid out very much like such calculators and is normally used where quantities of numeric data must be entered. The TAB key functions identically to the TAB key on the main keyboard. Practice entering data using all of the keys on the numeric pad.

PROBLEM	REASON
A. Power Failure	<ol style="list-style-type: none">1. Unit not plugged into AC outlet.2. POWER pushbutton not pressed.
B. Display Failure	<ol style="list-style-type: none">1. Unit not plugged into AC outlet.2. POWER pushbutton not pressed.3. BRIGHTNESS control not properly adjusted.
C. Keyboard Disabled	<ol style="list-style-type: none">1. Security key lock (optional) not turned on.2. INPUT LOCKED indicator illuminated.
D. INPUT LOCKED Indicator Lights	<ol style="list-style-type: none">1. RESET key not pressed.2. Attempt to enter data in a protected field.3. Attempt to erase in a protected field.4. Attempt to enter too many characters in a field.5. Attempt to enter alpha characters in a numeric field.
E. No Response from Computer (SYSTEM AVAIL Indicator Not Illuminated)	<ol style="list-style-type: none">1. Computer system not operating.2. F.E. Mode activated.3. PROC indicator illuminated.
F. Cursor Does Not Appear on Screen	<ol style="list-style-type: none">1. Unit not plugged into AC outlet.2. POWER pushbutton not pressed.3. BRIGHTNESS control not properly adjusted.

AP3. APPENDIX 3DIRECTORY OF ACCREDITED COLLEGES AND UNIVERSITIES

AP3.1.1. This directory lists institutions that are legally authorized to offer and are offering college-level studies leading toward a degree. Compiled by the National Center for Education Statistics, the list is an excerpt from the publication Education Directory, Colleges & Universities 1981-82 by Susan G. Broyles and Geneva C. Davis. It is available from the U.S. Government Printing Office, Washington, DC 20402.

AP3.1.2. This list is provided to assist in the determination of accredited institutions. It is not all inclusive. The DD Form 1172 and Uniformed Service guidelines should be consulted regarding accreditation and determination of dependency. Additional information is provided in Chapter 4, paragraph C4.4.11.

A.R.T. Technical College	Iowa
A.T.E.S. Technical Institute	Ohio
A.T.E.S. Technical School	Ohio
Abilene Christian University	Texas
Abilene Christian University at Dallas	Texas
Abraham Baldwin Agricultural College	Georgia
Academy of Aeronautics	New York
Academy of the New Church	Pennsylvania
Adams State College	Colorado
Adelphi University	New York
Adio Institute of Straight Chiropractic	Pennsylvania
Adirondack Community College	New York
Adler, Alfred, Institute of Chicago	Illinois
Adolphus, Gustavus, College	Minnesota
Agnes Scott College	Georgia
Agricultural and Technical College at Alfred	See State Univ of NY
Agricultural and Technical College at Canton	See State Univ of NY
Agricultural and Technical College at Cobleskill	See State Univ of NY
Agricultural and Technical College at Delhi	See State Univ of NY
Agricultural and Technical College at Farmingdale	See State Univ of NY
Agricultural and Technical College at Morrisville	See State Univ of NY
Aiken Technical College	South Carolina
Aims Community College	Colorado
Air Force, Community College of the	Alabama

Air Force Institute of Technology	Ohio
Akron Central Office, University of	Ohio
Akron Main Campus, University of	Ohio
Akron Wayne General and Technical College, University of	Ohio
Alabama Agricultural and Mechanical University	Alabama
Alabama in Birmingham, University of	Alabama
Alabama Christian College	Alabama
Alabama in Huntsville, University of	Alabama
Alabama Lutheran Academy and College	Alabama
Alabama State University	Alabama
Alabama System Office, University of	Alabama
Alabama, The University of	Alabama
Alameda, College of	California
Alaska Anchorage Campus, University of	Alaska
Alaska Anchorage Community College	Alaska
College, University of	Alaska
Alaska Bible College	Alaska
Alaska Fairbanks Campus, University of	Alaska
Alaska Juneau, University of	Alaska
Alaska Kenai Peninsula Community College, University of	Alaska
Alaska Ketchikan Community College, University of	Alaska
Alaska Kodiak Community College, University of	Alaska
Alaska Kuskokwim Community College, University of	Alaska
Alaska Matanuska-Susitna Community College, University of	Alaska
Alaska Northwest Community College, University of	Alaska
Alaska Pacific University	Alaska
Alaska Sitka Community College, University of	Alaska
Alaska System Office, University of	Alaska
Alaska System of Higher System Office, University of	Alaska
Alaska Tanana Valley Community College, University of	Alaska
Albany Business College	New York
Albany College of Pharmacy	New York
Albany Junior College	Georgia
Albemarle, College of the	North Carolina
Albert, Carl, Junior College	Oklahoma
Albertos Magnus College	Connecticut
Albion College	Michigan
Albright College	Pennsylvania
Albuquerque, University of	New Mexico
Alcorn State University	Mississippi
Aiderson Broaddus College	West Virginia
Alexander City State Junior College	Alabama

Alfred Adler Institute of Chicago	Illinois
Alfred University	New York
Alfred University Central Office	New York
Alice Lloyd College	Kentucky
Allan Hancock College	California
Allegheny Community College	Maryland
Allegheny College	Pennsylvania
Allegheny County Allegheny Campus, Community College of	Pennsylvania
Allegheny County Boyce Campus, Community College of	Pennsylvania
Allegheny County Central Office, Community College of	Pennsylvania
Allegheny County North Campus, Community College of	Pennsylvania
Allegheny County South Campus, Community College of	Pennsylvania
Allen County Community Junior College	Kansas
Allen University	South Carolina
Allentown College of Saint Francis De Sales	Pennsylvania
Alliance College	Pennsylvania
Alma College	Michigan
Alpena Community College	Michigan
Alvernia College	Pennsylvania
Alverno College	Wisconsin
Alvin Community College	Texas
Amarillo College	Texas
American Academy of Art	Illinois
American Academy of Dramatic Arts	New York
American Academy of Dramatic Arts - West	California
American Baptist College of A.B.T. Seminary	Tennessee
American Baptist Seminary of the West	California
American College	Pennsylvania
American Collete of Puerto Rico	Puerto Rico
American Conservatory of Music	Illinois
American Conservatory Theatre	California
American Graduate School of International Management	Arizona
American Institute of Business	Iowa
American International College	Massachusetts
American Junior College	Arkansas
American River College	California
American Samoa Community College	American Samoa
American Technological University	Texas
American University	District of Columbia
Amherst College	Massachusetts
Ancilla Domini College	Indiana

Anderson College	Indiana
Anderson College	South Carolina
Andover College	Maine
Andover Newton Theological School	Massachusetts
Andrew College	Georgia
Andrews University	Michigan
Angelina College	Texas
Angelo State University	Texas
Anna Maria College	Massachusetts
Anne Arundel Community College	Maryland
Anoka-Ramsey Community College	Minnesota
Anson Technical College	North Carolina
Antelope Valley College	California
Antillian College	Puerto Rico
Antioch University	Ohio
Antonelli School of Photography	Pennsylvania
Appalachian Bible College	West Virginia
Appalachian State University	North Carolina
Aquinas College	Michigan
Aquinas Institute	Missouri
Aquinas Institute of Theology	Missouri
Aquinas Junior College	Tennessee
Aquinas Junior College Central Office	Massachusetts
Aquinas Junior College at Milton	Massachusetts
Aquinas Junior College at Newton	Massachusetts
Arapahoe Community College	Colorado
Arizona College of the Bible	Arizona
Arizona State University	Arizona
Arizona, University of	Arizona
Arizona Western College	Arizona
Arkansas Baptist College	Arkansas
Arkansas Central Office, University of	Arkansas
Arkansas College	Arkansas
Arkansas College of Technology	Arkansas
Arkansas at Little Rock, University of	Arkansas
Arkansas Main Campus, University of	Arkansas
Arkansas Medical Sciences Campus, University of	Arkansas
Arkansas at Monticello, University of	Arkansas
Arkansas at Pine Bluff, University of	Arkansas

Arkansas State University Beebe Branch	Arkansas
Arkansas State University, Central Office	Arkansas
Arkansas State University, Main Campus	Arkansas
Arkansas Technical University	Arkansas
Arlington Baptist College	Texas
Armstrong College	California
Armstrong State College	Georgia
Art Academy of Cincinnati	Ohio
Art Center College of Design	California
Art Institute of Atlanta	Georgia
Art Institute of Chicago, School of the	Illinois
Art Institute of Fort Lauderdale	Florida
Art Institute of Philadelphia	Pennsylvania
Art Institute of Pittsburgh	Pennsylvania
Arthur D. Little Management Education Institute	Massachusetts
Asbury College	Kentucky
Asbury Theological Seminary	Kentucky
Asheboro College	North Carolina
Asheville Buncombe Technical College	North Carolina
Ashland College	Ohio
Ashland Community College	Kentucky
Asnuntuck Community College	Connecticut
Assemblies of God Graduate School	Missouri
Associated Arts, School of the	Minnesota
Associated Beth Rivkah Schools	New York
Assumption College	Massachusetts
Assumption College for Sisters	New Jersey
Athenaeum of Ohio	Ohio
Athens State College	Alabama
Atlanta Christian College	Georgia
Atlanta College of Art	Georgia
Atlanta Junior College	Georgia
Atlanta University	Georgia
Atlantic Christian College	North Carolina
Atlantic, College of the	Maine
Atlantic Community College	New Jersey
Atlantic Union College	Massachusetts
Auburn University Central Office	Alabama
Auburn University Main Office	Alabama
Auburn University at Montgomery	Alabama
Augsburg College	Minnesota
Augusta College	Georgia

Augustana College	Illinois
Augustana College	South Dakota
Aurora College	Illinois
Austin College	Texas
Austin Community College	Minnesota
Austin Community College	Texas
Austin Pea State University	Tennessee
Austin Presbyterian Theological Seminary	Texas
Austin, Stephen F., State University	Texas
Averett College	Virginia
Avila College	Missouri
Azusa Pacific College	California
Babson College	Massachusetts
Bacone College	Oklahoma
Bainbridge Junior College	Georgia
Bais Binyomin Academy	Connecticut
Bais Yaakov Seminary	New York
Baker Junior College	Michigan
Baker University	Kansas
Bakersfield College	California
Baldwin, Abraham, Agricultural College	Georgia
Baldwin, Mary, College	Virginia
Baldwin-Wallace College	Ohio
Ball State University	Indiana
Baltimore, Community College of	Maryland
Baltimore Hebrew College	Maryland
Baltimore, University of	Maryland
Bangor Theological Seminary	Maine
Bank Street College of Education	New York
Baptist Bible College	Missouri
Baptist Bible College of Denver	Colorado
Baptist Bible College of Pennsylvania	Pennsylvania
Baptist Bible College and School of Theology	Pennsylvania
Baptist Bible Institute	Florida
Baptist College at Charleston	South Carolina
Barat College	Illinois
Barber-Scotia College	North Carolina
Bard College	New York
Barnard College	New York

Barrington College	Rhode Island
Barry College	Florida
Barstow College	California
Bartlesville Wesleyan College	Oklahoma
Barton County Community College	Kansas
Baruch, Bernard, College	See City Univ of New York
Basic Institute of Technology	Missouri
Bassist College	Oregon
Bates College	Maine
Bauder College Specializing in Career Education	California
Bauder Fashion College	Florida
Bauder Fashion College	Texas
Bauder Finishing and Career College	Georgia
Bay De Noc Community College	Michigan
Bay Path Junior College	Massachusetts
Bay State Junior College of Business	Massachusetts
Bay-Valley Tech	California
Bayamon Central University	Puerto Rico
Baylor College of Dentistry	Texas
Baylor College of Medicine	Texas
Baylor University	Texas
Beacon College	District of Columbia
Beal College	Maine
Beaufort County Community College	North Carolina
Beaufort Technical College	South Carolina
Beaver College	Pennsylvania
Beaver County, Community College of	Pennsylvania
Becker Junior College Leicester	Massachusetts
Becker Junior College System Office	Massachusetts
Becker Junior College Worcester	Massachusetts
Beckley College	West Virginia
Bee County College	Texas
Be'Er Shmuet Tahnudical Academy	New York
Behrend College	See PA State University
Belhaven College	Mississippi
Bellarmino College	Kentucky
Belleville Area College	Illinois
Bellevue College	Nebraska
Bellevue Community College	Washington
Belmont Abbey College	North Carolina
Belmont College	Tennessee
Belmont Technical College	Ohio

Beloit College	Wisconsin
Belzer Yeshiva-Machzikei Torah Seminary	New York
Bemidji State University	Minnesota
Benedict College	South Carolina
Benedictine College	Kansas
Benjamin Franklin University	District of Columbia
Bennet College	North Carolina
Bennet, Sue, College	Kentucky
Bennington College	Vermont
Bentley Colleg	Massachusetts
Berea College	Kentucky
Berean Institute	Pennsylvania
Bergen Community College	New Jersey
Berkeley School - Hickville	New York
Berkeley School, The	New Jersey
Berkeley School, The	New York
Berkeley School - New York	New York
Berklee College of Music	Massachusetts
Berkshire Christian College	Massachusetts
Berkshire Community College	Massachusetts
Bernard Baruch College	See City Univ of New York
Berry College	Georgia
Beth Hamedrash Shaarei Yosher Institute	New York
Beth Hatalmud Rabbinical College	New York
Beth Jacob Hebrew Teachers College	New York
Beth Medrash Emek Halacha Rabbinical College	New York
Beth Medrash Eyun Hatalmud	New York
Beth Medrash Govoha	New Jersey
Beth Rochel Seminary	New York
Bethany Bible College	California
Bethany College	Kansas
Bethany College	West Virginia
Bethany Lutheran College	Minnesota
Bethany Nazarene College	Oklahoma
Bethany Theological Seminary	Illinois
Bethel College	Indiana
Bethel College	Kansas
Bethel College	Minnesota
Bethel College	Tennessee

Bethel College and Seminary Central Office	Minnesota
Bethel Theological Seminary	Minnesota
Bethune Cookman College	Florida
Big Bend Community College	Washington
Big Sky Bible College	Montana
Biola College	California
Biola University	California
Birmingham Southern College	Alabama
Biscayne College	Florida
Bishop College	Texas
Bishop, SD, State Junior College	Alabama
Bismarck Junior College	North Dakota
Black Hawk College Central Office	Illinois
Black Hawk College East Campus	Illinois
Black Hawk College Quad-Cities Campus	Illinois
Black Hills State College	South Dakota
Blackburn College	Illinois
Blackfeet Community College	Montana
Blackhawk Technical Institute	Wisconsin
Bladen Technical Institute	North Carolina
Blair Junior College	Colorado
Bland, Richard, College of the College of William and Mary	Virginia
Blanton's Junior College	North Carolina
Blinn College	Texas
Bloomfield College	New Jersey
Bloomsburg State College	Pennsylvania
Blue Hills Regional Technical Institute	Massachusetts
Blue Mountain College	Mississippi
Blue Mountain Community College	Oregon
Blue Ridge Community College	Virginia
Blue Ridge Technical College	North Carolina
Bluefield College	Virginia
Bluefield State College	West Virginia
Bluffton College	Ohio
Board for State Academic Awards	Connecticut
Boca Raton, College of	Florida
Boise State University	Idaho
Booker T. Washington Business College	Alabama
Boricua College	New York
Borough of Manhattan Community College	City of New York
Borromeo College of Ohio	Ohio
Bossier Parish Community College	Louisiana

Boston College	Massachusetts
Boston Conservatory of Music	Massachusetts
Boston State College	Massachusetts
Boston University	Massachusetts
Bowdoin College	Maine
Bowie State College	Maryland
Bowling Green Business College	Kentucky
Bowling Green State University Central Office	Ohio
Bowling Green State University Firelands Campus	Ohio
Bowling Green State University Main Campus	Ohio
Bradford College	Massachusetts
Bradley University	Illinois
Brainerd Community College	Minnesota
Bramson ORT Technical Institute	New York
Brandeis University	Massachusetts
Brandywine College of Widener University	Pennsylvania
Brazosport College	Texas
Brenau College	Georgia
Brescia College	Kentucky
Brevard College	North Carolina
Brevard Community College	Florida
Brewer State Junior College	Alabama
Brewton-Parker College	Georgia
Briar Cliff College	Iowa
Briarcliff Secretarial School	New York
Briarwood College	Connecticut
Bridgeport Engineering Institute	Connecticut
Bridgeport, University of	Connecticut
Bridgewater College	Virginia
Bridgewater State College	Massachusetts
Brigham Young University Central Office	Utah
Brigham Young University Hawaii Campus	Utah
Brigham Young University Main Campus	Utah
Brisk Rabbinical College	Illinois
Bristol College	Tennessee
Bristol Community College	Massachusetts
Brockport, College at	See State Univ New York
Bronx Community College	See City Univ of New York
Brookdale Community College	New Jersey
Brookhaven College	Texas
Brooklyn Center, New York	See Long Is University

Brooklyn College	See City Univ of New York
Brooklyn Law School	New York
Brooks College	California
Brooks Institute	California
Broome Community College	New York
Broward Community College	Florida
Brown Institute	Minnesota
Brown, John, University	Arkansas
Brown, Morris, College	Georgia
Brown University	Rhode Island
Brunswick Junior College	Georgia
Brunswick Technical College	North Carolina
Bryan College	Tennessee
Bryant College of Business Administration	Rhode Island
Bryant and Stratton Business Institute	New York
Bryant-Stratton Business Institutes Powelson	New York
Bryn Mawr College	Pennsylvania
Bucknell University	Pennsylvania
Bucks County Community College	Pennsylvania
Buena Vista College	Iowa
Buffalo, College at	See State Univ New York
Bunker Hill Community College	Massachusetts
Burlington College	Vermont
Burlington County College	New Jersey
Butler County Community College	Kansas
Butler County Community College	Pennsylvania
Butler University	Indiana
Butte College	California
C W Post Center New York	See Long Island University
Cabrillo College	California
Cabrini College	Pennsylvania
Caguas City College	Puerto Rico
Caldwell College	New Jersey
Caldwell Community College and Technical Institute	North Carolina
Calhoun, John C., State Community College	Alabama
California Baptist College	California
California-Berkeley, University of	California
California Christian College	California
California College of Arts and Crafts	California
California College of Podiatric Medicine	California
California-Davis, University of	California
California Hastings College of Law, University of	California

California Institute of the Arts	California
California Institute of Asian Studies	California
California Institute of Technology	California
California-Irvine, University of	California
California-Los Angeles, University of	California
California Lutheran College	California
California Maritime Academy	California
California Polytechnic State University-San Luis Obispo	California
California-Riverside, University of	California
California-San Diego, University of	California
California-San Francisco, University of	California
California-Santa Barbara, University of	California
California-Santa Cruz, University of	California
California School of Professional Psychology at Berkeley	California
California School of Professional Psychology Central Office	California
California School of Professional Psychology at Fresno	California
California School of Professional Psychology at Los Angeles	California
California School of Professional Psychology at San Diego	California
California State College	Pennsylvania
California State College-Bakersfield	California
California State College-San Bernardino	California
California State College-Sonoma	California
California State College-Stanislaus	California
California State Polytechnic University-Pomona	California
California State University and Colleges System Office	California
California State University-Chico	California
California State University Dominguez Hills	California
California State University-Fresno	California
California State University-Fullerton	California
California State University-Hayward	California
California State University-Long Beach	California
California State University-Los Angeles	California
California State University-Northridge	California
California State University-Sacramento	California
California Systemwide Administration Central Office, University of	California
California Western School of Law	California
Calumet College	Indiana
Calvary Bible College	Missouri
Calvin College	Michigan
Calvin Theological Seminary	Michigan
Camden County College	New Jersey

Cameron University	Oklahoma
Camp, Paul D., Community College	Virginia
Campbell University	North Carolina
Campbellsville College	Kentucky
Canada College	California
Canisius College	New York
Canyons, College of the	California
Cape Cod Community College	Massachusetts
Cape Fear Technical Institute	North Carolina
Capital City Junior College	Arkansas
Capital University	Ohio
Capitol Institute of Technology	Maryland
Cardinal Glennon College	Missouri
Cardinal Newman College	Missouri
Cardinal Stritch College	Wisconsin
Carey, William, College	Mississippi
Carey, William, International University	California
Caribbean Center for Advanced Studies	Puerto Rico
Caribbean University College	Puerto Rico
Carl Albert Junior College	Oklahoma
Carl Sandburg College	Illinois
Carleton College	Minnesota
Carlow College	Pennsylvania
Carnegie-Mellon University	Pennsylvania
Carroll College	Montana
Carroll College	Wisconsin
Carroll, John, University	Ohio
Carson-Newman College	Tennessee
Carteret Technical Institute	North Carolina
Carthage College	Wisconsin
Casco Bay College	Maine
Case Western Reserve University	Ohio
Casper College	Wyoming
Castle Junior College	New Hampshire
Castleton State College	Vermont
Catawba College	North Carolina
Catawba Valley Technical College	North Carolina
Cathedral College of the Immaculate Conception	New York
Catholic Theological Union	Illinois
Catholic University of America	District of Columbia
Catholic University of Puerto Rico	Puerto Rico
Catonsville Community College	Maryland

Cayey University College, University of Puerto Rico	Puerto Rico
Cayuga County Community College	New York
Cazenovia College	New York
Cecil Community College	Maryland
Cecil's Junior College	North Carolina
Cedar Crest College	Pennsylvania
Cedar Valley College	Texas
Cedarville College	Ohio
Centenary College	New Jersey
Centenary College of Louisiana	Louisiana
Center for Advanced Studies of Puerto Rico and the Caribbean	Puerto Rico
Center for Creative Studies	Michigan
Center for Degree Studies	Pennsylvania
Center for Early Education	California
Central Arizona College	Arizona
Central Arkansas, University of	Arkansas
Central Baptist College	Arkansas
Central Baptist Theological Seminary	Kansas
Central Bible College	Missouri
Central Carolina Technical College	North Carolina
Central Christian College of the Bible	Missouri
Central City Business Institute	New York
Central College	Kansas
Central Connecticut State College	Connecticut
Central Florida Community College	Florida
Central Florida, University of	Florida
Central Maine Medical Center School of Nursing	Maine
Central Maine Vocational Technical Institute	Maine
Central Methodist College	Missouri
Central Michigan University	Michigan
Central Missouri State University	Missouri
Central New England College of Technology	Massachusetts
Central Ohio Technical College	Ohio
Central Oregon Community College	Oregon
Central Pennsylvania Business School	Pennsylvania
Central Piedmont Community College	North Carolina
Central State University	Ohio
Central State University	Oklahoma
Central Technical Community College Area	Nebraska
Central Texas College	Texas
Central University of Iowa	Iowa

Central Virginia Community College	Virginia
Central Washington University	Washington
Central Wesleyan College	South Carolina
Central Wyoming College	Wyoming
Central Y.M.C.A. Community College	Illinois
Central Yeshiva Tomchei Tmimim Lubavitz of the United States of America	New York
Centralia College	Washington
Centre College of Kentucky	Kentucky
Cerritos College	California
Cerro Coso Community College	California
Chabot College	California
Chadron State College	Nebraska
Chaffey College	California
Chamberlayne Junior College	Massachusetts
Chaminade University of Honolulu	Hawaii
Champlain College	Vermont
Chapman College	California
Charles County Community College	Maryland
Charles County Community College	Michigan
Charleston, College of	South Carolina
Charleston, University of	West Virginia
Charter Oak College of the Board for State Academic Awards	Connecticut
Chatfield College	Ohio
Chatham College	Pennsylvania
Chattahoochee Valley Community College	Alabama
Chattanooga State Technical Community College	Tennessee
Chemeketa Community College	Oregon
Chesapeake College	Maryland
Chesterfield-Marlboro Technical College	South Carolina
Chestnut Hill College	Pennsylvania
Cheyney State College	Pennsylvania
Chicago City-Wide College, Illinois	See City Colleges Chicago
Chicago College of Osteopathic Medicine	Illinois
Chicago Conservatory College	Illinois
Chicago School of Professional Psychology	Illinois
Chicago State University	Illinois
Chicago Theological Seminary	Illinois
Chicago, University of	Illinois
Chipola Junior College	Florida
Chowan College	North Carolina
Christ College Irvine	California
Christ The King Seminary	New York

Christ Seminary-Seminex	Missouri
Christian Brothers College	Tennessee
Christian Heritage College	California
Christian Theological Seminary	Indiana
Christopher Newport College	Virginia
Church Divinity School of the Pacific	California
Cincinnati Bible Seminary	Ohio
Cincinnati Central Office, University of	Ohio
Cincinnati Clermont General and Technical College, College of Staten Island	New York
Cincinnati College of Mortuary Science	Ohio
Cincinnati Main Campus, University of	Ohio
Cincinnati Raymond Walters College, University of	Ohio
Cincinnati Technical College	Ohio
Circleville Bible College	Ohio
Cisco Junior College	Texas
Citadel Military College of South Carolina	South Carolina
Citrus College	California
City College	Washington
City College of California	See San Diego Cmty College
City College, New York	See City Univ of New York
City Colleges of Chicago Central Office	Illinois
City Colleges of Chicago	Chicago
City-Wide College	Illinois
City Colleges of Chicago Kennedy-King College	Illinois
City Colleges of Chicago the Loop Chicago	Illinois
City Colleges of Chicago Malcolm X College	Illinois
City Colleges of Chicago Olive-Harvey College	Illinois
City Colleges of Chicago Richard J. Daley College	Illinois
City Colleges of Chicago Truman College	Illinois
City Colleges of Chicago Wright College	Illinois
City University of New York Bernard Baruch College	New York
City University of New York Borough of Manhattan Community College	New York
City University of New York Bronx Community College	New York
City University of New York Brooklyn College	New York
City University of New York City College	New York
City University of New York College of Staten Island	New York
City University of New York Graduate School and University Center	New York
City University of New York Hostos Community College	New York
City University of New York Hunter College	New York
City University of New York John Jay College of Criminal Justice	New York
City University of New York Kingsborough Community College	New York
City University of New York La Guardia Community College	New York

City University of New York Lehman College	New York
City University of New York Medgar Evers College	New York
City University of New York New York City Technical College	New York
City University of New York Queens College	New York
City University of New York Queensborough Community College	New York
City University of New York System Office	New York
City University of New York York College	New York
Clackamas Community College	Oregon
Claflin College	South Carolina
Claremont Graduate School	California
Claremont McKenna College	California
Claremont Men's College	California
Claremont University Center System Office	California
Claremore Junior College	Oklahoma
Clarendon College	Texas
Clarion State College Central Office	Pennsylvania
Clarion State College Main Campus	Pennsylvania
Clarion State College Venango Campus	Pennsylvania
Clark College	Georgia
Clark College	Indiana
Clark College	Washington
Clark County Community College	Nevada
Clark Technical College	Ohio
Clark University	Massachusetts
Clark University School at the Worcester Art Museum	Massachusetts
Clarke College	Iowa
Clarke College	Mississippi
Clarkson College of Technology	New York
Clatsop Community College	Oregon
Clayton Junior College	Georgia
Clearwater Christian College	Florida
Cleary College	Michigan
Clemson University	South Carolina
Clermont General-Technical College, Ohio	See University Cincinnati
Cleveland Chiropractic College	California
Cleveland Chiropractic College	Missouri
Cleveland College of Jewish Studies	Ohio
Cleveland Institute of Art	Ohio
Cleveland Institute of Electronics	Ohio
Cleveland Institute of Music	Ohio
Cleveland State Community College	Tennessee

Cleveland State University	Ohio
Cleveland Technical College	North Carolina
Clinch Valley College	See University Virginia
Clinton Community College	Iowa
Clinton Community College	New York
Clinton Junior College	South Carolina
Cloud County Community College	Kansas
Coahoma Junior College	Mississippi
Coast Community College System Office	California
Coastal Carolina Community College	North Carolina
Coastline Community College	California
Cochise College	Arizona
Coe College	Iowa
Coffeyville Community College	Kansas
Cogswell College	California
Coker College	South Carolina
Colby College	Maine
Colby Community College	Kansas
Colby-Sawyer College	New Hampshire
Colegio Cesar Chavez	Oregon
Colegio Universitario Del Turabo	Puerto Rico
Colegio Universidad Metropolitano	Puerto Rico
Coleman College	California
Colgate Rochester Divinity School-Bexley Hall-Crozer Theological Seminary	New York
Colgate University	New York
College for Human Services	New York
College Misericordia	Pennsylvania
College of-, See Most Important Term	
Colorado at Boulder, University of	Colorado
Colorado College	Colorado
Colorado at Colorado Springs, University of	Colorado
Colorado at Denver, University of	Colorado
Colorado Health Sciences Center, University of	Colorado
Colorado Mountain College	Colorado
Colorado Northwestern Community College	Colorado
Colorado School of Mines	Colorado
Colorado State University	Colorado
Colorado System Office, University of	Colorado
Colorado Technical College	Colorado
Colorado Women's College	Colorado
Columbia Basin Community College	Washington

Columbia Bible College	South Carolina
Columbia Christian College	Oregon
Columbia College	California
Columbia College	California
Columbia College	Illinois
Columbia College	Missouri
Columbia College	South Carolina
Columbia-Greene Community College	New York
Columbia Junior College	South Carolina
Columbia State Community College	Tennessee
Columbia Theological Seminary	Georgia
Columbia Union College	Maryland
Columbia University Central Office	New York
Columbia University Main Division	New York
Columbia University Teachers College	New York
Columbus College	Georgia
Columbus College of Art and Design	Ohio
Columbus Technical Institute	Ohio
Combs College of Music	Pennsylvania
Community College of-, See Most Important Term	
Compton Community College	California
Conception Seminary College	Missouri
Concord College	West Virginia
Concordia College	Alabama
Concordia College	Illinois
Concordia College	Michigan
Concordia College	New York
Concordia College	Oregon
Concordia College	Wisconsin
Concordia College at Moorhead	Minnesota
Concordia College-Saint Paul	Minnesota
Concordia Lutheran College	Texas
Concordia Seminary	Missouri
Concordia Teachers College	Nebraska
Concordia Theological Seminary	Indiana
Condie College of Business and Technology	California
Connecticut Central Office, University of	Connecticut
Connecticut College	Connecticut
Connecticut Health Center, University of	Connecticut
Connecticut, University of	Connecticut
Connors State College	Oklahoma
Conservative Baptist Theological Seminary	Colorado

Conservatory of Music of Puerto Rico	Puerto Rico
Contra Costa College	California
Contra Costa Community College System Office	California
Converse College	South Carolina
Cooke County College	Texas
Cooley, Thomas M. Law School	Michigan
Cooper Institute	Tennessee
Cooper Union	New York
Copiah-Lincoln Junior College	Mississippi
Coppin State College	Maryland
Corcoran School of Art	District of Columbia
Cornell College	Iowa
Cornell University Central Office	New York
Cornell University Endowed Colleges	New York
Cornell University Medical Center	New York
Cornell University Statutory Colleges	New York
Corning Community College	New York
Cornish Institute	Washington
Corpus Christi State University	Texas
Cortland, College at	See State Univ New York
Consumnes River College	California
Cottey College	Missouri
County College of Morris	New Jersey
Covenant College	Georgia
Covenant Theological Seminary	Missouri
Cowley County Community College	Kansas
Crafton Hers College	California
Cranbrook Academy of Art	Michigan
Crandall College	Georgia
Craven Community College	North Carolina
Creighton University	Nebraska
Crosier Seminary	Minnesota
Crowder College	Missouri
Crowley's Ridge College	Arkansas
Cuesta Coll	California
Culinary Institute of America	New York
Culver-Stockton College	Missouri
Cumberland College	Kentucky
Cumberland College of Tennessee	Tennessee
Cumberland County College	New Jersey
Curry College	Massachusetts

Curtis Institute of Music	Pennsylvania
Cuyahoga Community College District	Ohio
Cuyamaca College	California
Cypress College	California
D-Q University	California
Dabney S. Lancaster Community College	Virginia
Daemen College	New York
Dakota State College	South Dakota
Dakota Wesleyan University	South Dakota
Daley, Richard J., College, Illinois	See City Colleges Chicago
Dallas Baptist College	Texas
Dallas Bible College	Texas
Dallas Christian College	Texas
Dallas County Community College District System Office	Texas
Dallas Theological Seminary	Texas
Dallas, University of	Texas
Dalton Junior College	Georgia
Dana College	Nebraska
Daniel Webster College	New Hampshire
Danville Area Community College	Illinois
Danville Community College	Virginia
Darlington, Florence, Technical College	South Carolina
Dartmouth College	New Hampshire
Davenport College of Business	Michigan
David Lipscomb College	Tennessee
Davidson College	North Carolina
Davidson County Community College	North Carolina
Davis and Elkins College	West Virginia
Davis, Jefferson, State Junior College	Alabama
Davis Junior College	Ohio
Dawson Community College	Montana
Dayton, University of	Ohio
Daytona Beach Community College	Florida
De Anza College	California
De Lourdes College	Illinois
De Paul University	Illinois
De Pauw University	Indiana
De Sales Hall School of Theology	Maryland
Dean Institute of Technology	Pennsylvania
Dean Junior College	Massachusetts
Deep Springs College	California
Defiance College	Ohio

Dekalb Community College	Georgia
Del Mar College	Texas
Delaware County Community College	Pennsylvania
Delaware County, Community College of	Pennsylvania
Delaware Law School of Widener University	Pennsylvania
Delaware State College	Delaware
Delaware Technical and Community College Central Office	Delaware
Delaware Technical and Community College, Southern Campus	Delaware
Delaware Technical and Community College Stanton Campus	Delaware
Delaware Technical and Community College Stanton-Wilmington Campus	Delaware
Delaware Technical and Community College Terry Campus	Delaware
Delaware Technical and Community College Wilmington Campus	Delaware
Valley College of Science and Agriculture	Pennsylvania
Delaware, University of	Delaware
Delgado Community College	Louisiana
Delta College	Michigan
Delta State University	Mississippi
Denison University	Ohio
Denmark Technical College	South Carolina
Denver Auraria Campus, Community College of	Colorado
Denver Central Office, Community College of	Colorado
Denver North Campus, Community College of	Colorado
Denver Red Rocks Campus, Community College of	Colorado
Denver, University of	Colorado
Des Moines Area Community College	Iowa
Desert, College of the	California
Detroit Bible College	Michigan
Detroit College of Business Administration	Michigan
Detroit College of Law	Michigan
Detroit Institute of Technology	Michigan
Detroit, University of	Michigan
Devry Institute of Technology	Arizona
Devry Institute of Technology	Georgia
Devry Institute of Technology	Illinois
Devry Institute of Technology	Texas
Diablo Valley College	California
Dickinson College	Pennsylvania
Dickinson School of Law	Pennsylvania
Dickinson State College	North Dakota
Dillard University	Louisiana
District of Columbia, University of the	District of Columbia

District One Technical Institute	Wisconsin
Divine Word College	Iowa
Dixie College	Utah
Doane College	Nebraska
Dodge City Community College	Kansas
Dominican College of Blauvelt	New York
Dominican College of San Rafael	California
Dominican House of Studies	District of Columbia
Dominican School of Philosophy and Theology	California
Don Bosco College	New Jersey
Don Bosco Technical Institute	California
Donnelly College	Kansas
Dordt College	Iowa
Dowling College	New York
Downstate Medical Center	See State Univ New York
Downtown College, Texas	See University of Houston
Dr. Martin Luther College	Minnesota
Dr. William M. Scholl College of Pediatric Medicine	Illinois
Drake University	Iowa
Draughon's College	Kentucky
Draughon's Junior College	Tennessee
Draughon's Junior College of Business	Georgia
Draughon's Junior College of Business-Knoxville	Tennessee
Draughon's Junior College of Business-Nashville	Tennessee
Drew University	New Jersey
Drexel University	Pennsylvania
Dropsie University, the	Pennsylvania
Drury College	Missouri
Du Page, College of	Illinois
Dubuque, University of	Iowa
Duke University	North Carolina
Dull Knife Memorial College	Montana
Dundalk Community College	Maryland
Duquesne University	Pennsylvania
Durham Technical Institute	North Carolina
Dutchess Community College	New York
Dyersburg State Community College	Tennessee
Dyke College	Ohio
D'Youville College	New York
Earlham College	Indiana
East Arkansas Community College	Arkansas
East Carolina University	North Carolina

East Central College	Missouri
East Central Junior College	Mississippi
East Central Missouri District Junior College	Missouri
East Central Oklahoma State University	Oklahoma
East Los Angeles College	California
East Mississippi Junior College	Mississippi
East Stroudsburg State College	Pennsylvania
East Tennessee State University	Tennessee
East Texas Baptist College	Texas
East Texas State University	Texas
East Texas State University at Texarkana	Texas
East-West University	Illinois
Eastern Arizona College	Arizona
Eastern Baptist Theological Seminary	Pennsylvania
Eastern Christian College	Maryland
Eastern College	Pennsylvania
Eastern Connecticut State College	Connecticut
Eastern Illinois University	Illinois
Eastern Iowa Community College District Central Office	Iowa
Eastern Kentucky University	Kentucky
Eastern Maine Vocational and Technical Institute	Maine
Eastern Mennonite College and Seminary	Virginia
Eastern Michigan University	Michigan
Eastern Montana College	Montana
Eastern Nazarene College	Massachusetts
Eastern New Mexico University Central Office	New Mexico
Eastern New Mexico University Main Campus	New Mexico
Eastern New Mexico University-Roswell	New Mexico
Eastern Oklahoma State College	Oklahoma
Eastern Oregon State College	Oregon
Eastern Shore Community College	Virginia
Eastern Utah, College of	Utah
Eastern Virginia Medical School of the Eastern Virginia Medical Authority	Virginia
Eastern Washington University	Washington
Eastern Wyoming College	Wyoming
Eastfield College	Texas
Eckerd College	Florida
Eden Theological Seminary	Missouri
Edgecombe Technical College	North Carolina
Edgewood College	Wisconsin
Edinboro State College	Pennsylvania

Edison Community College	Florida
Edison State Community College	Ohio
Edison, Thomas A., College	New Jersey
Edmonds Community College	Washington
Edmondson Junior College	Tennessee
Edward Waters College	Florida
Edward Williams College, New Jersey	See Farleigh Dickinson
El Camino College	California
Ed Centro College	Texas
El Paso County Community College	Texas
El Reno Junior College	Oklahoma
Elchanan Rabbi Isaac, Seminary	New York
Electronic Data Processing College of Puerto Rico	Puerto Rico
Electronic Institutes	Pennsylvania
Electronic Institutes	Pennsylvania
Electronic Technology Institute	Ohio
Elgin Community College	Illinois
Elizabeth City State University	North Carolina
Elizabeth Seton College	New York
Elizabethtown College	Pennsylvania
Elizabethtown Community College	Kentucky
Ellsworth Community College	Iowa
Elmhurst College	Illinois
Elmira College	New York
Elon College	North Carolina
Emanuel County Junior College	Georgia
Embry-Riddle Aeronautical University	Florida
Emerson College	Massachusetts
Emmanuel College	Georgia
Emmanuel College	Massachusetts
Emmanuel College School of Christian Ministries	Georgia
Emmanuel School of Religion	Tennessee
Emory and Henry College	Virginia
Emory University	Georgia
Empire State College	See State Univ New York
Emporia State University	Kansas
Endicott College	Massachusetts
Enterprise State Junior College	Alabama
Environmental Science and Forestry, College of	New York
Episcopal Divinity School	Massachusetts
Episcopal Theological Seminary of the Southwest	Texas
Erie Community College City Campus	New York

Erie Community College South Campus	New York
Erskine College and Seminary	South Carolina
Essex Agricultural and Technical Institute	Massachusetts
Essex Conimunity College	Maryland
Essex County College	New Jersey
Eugene Bible College	Oregon
Eureka College	Illinois
Evangel College	Missouri
Evangelical School of Theology	Pennsylvania
Evansville, University of	Indiana
Everett Community College	Washington
Evergreen State College	Washington
Evergreen Valley College	California
Evers, Medgar, College	See City Univ of New York
Fairfield University	Connecticut
Fairleigh Dickinson University Central Office	New Jersey
Fairleigh Dickinson University Edward Williams College	New Jersey
Florham-Madison College	New Jersey
Fairleigh Dickinson University Madison Campus	New Jersey
Fairleigh Dickinson University Rutherford Campus	New Jersey
Fairleigh Dickinson University Teaneck Campus	New Jersey
Fairmont State College	West Virginia
Faith Baptist Bible College	Iowa
Faith Theological Seminary	Pennsylvania
Fashion Institute of Design and Merchandising	California
Fashion Institute of Technology	New York
Faulkner State Junior College	Alabama
Fayetteville State University	North Carolina
Fayetteville Technical Institute	North Carolina
Feather River College	California
Felician College	Illinois
Felician College	New Jersey
Fergus Falls Community College	Minnesota
Ferris State College	Michigan
Ferrum College	Virginia
Fielding Institute	California
Findlay College	Ohio
Finger Lakes, Community College of the	New York
Fisher Junior College	Massachusetts
Fisk University	Tennessee

Fitchburg State College	Massachusetts
Five Towns College	New York
Flagler College	Florida
Rainbow University	Oklahoma
Flathead Valley Community College	Montana
Florence Darlington Technical College	South Carolina
Florida Agricultural and Mechanical University	Florida
Florida Atlantic University	Florida
Florida College	Florida
Florida Institute of Technology	Florida
Florida International University	Florida
Florida Junior College at Jacksonville	Florida
Florida Keys Community College	Florida
Florida Memorial College	Florida
Florida Southern College	Florida
Florida State University	Florida
Florida, University of	Florida
Floyd Junior College	Georgia
Fontbonne College	Missouri
Foothill College	California
Foothill-De Anza Community College District System Office	California
Ford, Henry, Community College	Michigan
Fordham University	New York
Forest Institute of Professional Psychology	Illinois
Forsyth School of Dental Hygienists	Massachusetts
Forsyth Technical Institute	North Carolina
Fort Hays State University	Kansas
Fort Lauderdale College	Florida
Fort Lewis College	Colorado
Fort Scott Community College	Kansas
Fort Steilacoom Community College	Washington
Fort Valley State College	Georgia
Fort Wayne Bible College	Indiana
Fort Wright College of the Holy Names	Washington
Fox, George, College	Oregon
Fox Valley Technical Institute	Wisconsin
Framingham State College	Massachusetts
Francis Marion College	South Carolina
Franciscan School of Theology	California
Frank Phillips College	Texas
Franklin, Benjamin, University	District of Columbia
Franklin College of Indiana	Indiana

Franklin Institute of Boston	Massachusetts
Franklin and Marshall College	Pennsylvania
Franklin Pierce College	New Hampshire
Franklin Pierce Law Center	New Hampshire
Franklin University	Ohio
Frederick Community College	Maryland
Fredonia, College at	See State Univ New York
Free Will Baptist Bible College	Tennessee
Freed-Hardeman College	Tennessee
Freeman Junior College	South Dakota
Fresno City College	California
Fresno Pacific College	California
Friends Bible College	Kansas
Friends University	Kansas
Friends World College	New York
Friendship College	South Carolina
Frontier Community College	See Ill Estn Cmty College
Frostburg State College	Maryland
Fuller Theological Seminary	California
Fullerton College	California
Fulton-Montgomery Community College	New York
Fundacion Educative Ana G Mendez System Office	Puerto Rico
Furman University	South Carolina
Gadsden State Junior College	Alabama
Gainesville Junior College	Georgia
Gallaudet College	District of Columbia
Galveston College	Texas
Ganado, College of	Arizona
Gannon University	Pennsylvania
Garden City Community College	Kansas
Gardner-Webb College	North Carolina
Garland County Community College	Arkansas
Garrett Community College	Maryland
Garrett-Evangelical Theological Seminary	Illinois
Gaston College	North Carolina
Gateway Technical Institute	Wisconsin
Gateway Technical Institute Central Office	Wisconsin
Gateway Technical Institute at Kenosha	Wisconsin
Gateway Technical Institute at Racine	Wisconsin
Gavilan College	California
Gem City College	Illinois

General Motors Institute	Michigan
General Theological Seminary	New York
Genesee Community College	New York
Genesco, College at	See State Univ New York
Geneva College	Pennsylvania
George C. Wallace State Community College at Dothan	Alabama
George Corley Wallace State Community College at Selma	Alabama
George Fox College	Oregon
George Mason University	Virginia
George Washington University	District of Columbia
George Williams College	Illinois
Georgetown College	Kentucky
Georgetown University	District of Columbia
Georgia College	Georgia
Georgia Institute of Technology Central Office	Georgia
Georgia Institute of Technology Main Campus	Georgia
Georgia Institute of Technology Southern Technical Institute	Georgia
Georgia Military College	Georgia
Georgia Southern College	Georgia
Georgia Southwestern College	Georgia
Georgia State University	Georgia
Georgia, University of	Georgia
Georgian Court College	New Jersey
Germanna Community College	Virginia
Gettysburg College	Pennsylvania
Gibbs, Katharine, School	Massachusetts
Gibbs, Katharine, School	New Jersey
Gibbs, Katharine, School	New York
Glassboro State College	New Jersey
Glen Oaks Community College	Michigan
Glendale Community College	Arizona
Glendale Community College	California
Glenville State College	West Virginia
Gloucester County College	New Jersey
Goddard College	Vermont
Gogebic Community College	Michigan
Golden Gate Baptist Theological Seminary	California
Golden Gate University	California
Golden Valley Lutheran College	Minnesota
Golden West College	California
Goldey Beacom College	Delaware
Gonzaga University	Washington

Gordon College	Massachusetts
Gordon-Conwell Theological Seminary	Massachusetts
Gordon Junior College	Georgia
Goshen Biblical Seminary	Indiana
Goshen College	Indiana
Goucher College	Maryland
Governors State University	Illinois
Grace Bible College	Michigan
Grace College	Indiana
Grace College of the Bible	Nebraska
Grace Theological Seminary	Indiana
Graceland College	Iowa
Graduate Theological Union	California
Grambling State University	Louisiana
Grand Canyon College	Arizona
Grand Rapids Baptist College and Seminary	Michigan
Grand Rapids Junior College	Michigan
Grand Valley State Colleges	Michigan
Grand View College	Iowa
Grantham College of Engineering	California
Gratz College	Pennsylvania
Grays Harbor College	Washington
Grayson County Junior College	Texas
Great Falls, College of	Montana
Great Lakes Bible College	Michigan
Greater Hartford Community College	Connecticut
Greater New Haven State Technical College	Connecticut
Green Mountain College	Vermont
Green River Community College	Washington
Greenfield Community College	Massachusetts
Greensboro College	North Carolina
Greenville College	Illinois
Greenville Technical College	South Carolina
Griffin College	Washington
Grinnell College	Iowa
Grossmont College	California
Grove City College	Pennsylvania
Gruss Girls Seminary	New York
Guani, Community College of	Guam
Guam, University of	Guam
Guilford College	North Carolina

Guilford Technical Institute	North Carolina
Gulf Coast Bible College	Texas
Gulf Coast Community College	Florida
Gupton, John A., College	Tennessee
Gustavus Adolphus College	Minnesota
Gwynedd-Mercy College	Pennsylvania
Hadar Hatorah Rabbinical Seminary	New York
Hagerstown Junior College	Maryland
Hahnemann Medical College and Hospital	Pennsylvania
Halifax Community College	North Carolina
Hamilton College	New York
Hamilton College	North Carolina
Hamilton Technical College	Iowa
Hamline University	Minnesota
Hampden-Sydney College	Virginia
Hampshire College	Massachusetts
Hampton Institute	Virginia
Hancock, Allan, College	California
Hannibal-La Grange College	Missouri
Hanover College	Indiana
Harcum Junior College	Pennsylvania
Hardbarger Junior College of Business	North Carolina
Hardin-Simmons University	Texas
Harding Graduate School of Religion, Tennessee	Arkansas
Harding University Central Office	Arkansas
Harding University Main Campus	Arkansas
Harford Community College	Maryland
Harper, William Rainey, College	Illinois
Harriman College	New York
Harrington Institute of Interior Design	Illinois
Harris-Stowe State College	Missouri
Harris, Young, College	Georgia
Harrisburg Area Community College	Pennsylvania
Hartford College for Women	Connecticut
Hartford Graduate Center	Connecticut
Hartford Seminary	Connecticut
Hartford Seminary Foundation	Connecticut
Hartford State Technical College	Connecticut
Hartford, University of	Connecticut
Hartnell College	California
Hartwick College	New York
Harvard University	Massachusetts

Harvey Mudd College	California
Haskell Indian Junior College	Kansas
Hastings College	Nebraska
Hastings College of Law	See University California
Haverford College	Pennsylvania
Hawaii at Hilo, University of	Hawaii
Hawaii Honolulu Community College, University of	Hawaii
Hawaii Kapiolani Community College, University of	Hawaii
Hawaii Kauai Community College, University of	Hawaii
Hawaii Leeward Community College, University of	Hawaii
Hawaii Loa College	Hawaii
Hawaii at Manoa, University of	Hawaii
Hawaii Maui Community College, University of	Hawaii
Hawaii Pacific College	Hawaii
Hawaii System Office, University of	Hawaii
Hawaii West Oahu College, University of	Hawaii
Hawaii Windward Community College, University of	Hawaii
Hawkeye Institute of Technology	Iowa
Hawthorne, Nathaniel, College	New Hampshire
Haywood Technical College	North Carolina
Haywood Technical Institute	North Carolina
Hazard Community College	Kentucky
Heald Engineering College	California
Heald Institute of Technology	California
Health Science Center Buffalo	See State Univ New York
Health Science Center Dallas	See University of Texas
Health Science Center Houston	See University of Texas
Health Science Center San Antonio	See University of Texas
Health Science Center Stony Brook	See State Univ New York
Health Sciences College of Osteopathic Medicine, University of	Missouri
Health Sciences-Chicago Medical School, University of	Illinois
Hebrew College	Massachusetts
Hebrew Theological College	Illinois
Hebrew Union College California Branch	Ohio
Hebrew Union College Central Office	Ohio
Hebrew Union College Main Campus	Ohio
Hebrew Union College New York Branch	Ohio
Heidelberg College	Ohio
Hellenic College-Holy Cross Greek Orthodox School of Theology	Massachusetts
Henderson Community College	Kentucky
Henderson County Junior College	Texas

Henderson State University	Arkansas
Hendrix College	Arkansas
Henry Ford Community College	Michigan
Henry, Patrick, Community College	Virginia
Henry, Patrick, State Junior College	Alabama
Herkimer County Community College	New York
Hershey Medical Center	See PA State University
Hesser College	New Hampshire
Hesston College	Kansas
Hibbing Community College	Minnesota
High Point College	North Carolina
Highland Community College	Illinois
Highland Community College	Kansas
Highland Park Community College	Michigan
Highline Community College	Washington
Hilbert College	New York
Hill Junior College	Texas
Hillsborough Community College	Florida
Hillsdale College	Michigan
Hillsdale Free Will Baptist College	Oklahoma
Hinds Junior College	Mississippi
Hiram College	Ohio
Hiwassee College	Tennessee
Hobart-William Smith Colleges	New York
Hocking Technical College	Ohio
Hofstra University	New York
Hollins College	Virginia
Holmes Junior College	Mississippi
Holmes, Mary, College	Mississippi
Holy Apostles College	Connecticut
Holy Cross, College of the	Massachusetts
Holy Cross Junior College	Indiana
Holy Family College	California
Holy Family College	Pennsylvania
Holy Names College	California
Holy Redeemer College	Wisconsin
Holy Trinity Orthodox Seminary	New York
Holyoke Community College	Massachusetts
Honolulu Community College	See U Hawaii
Hood College	Maryland
Hope College	Michigan
Hopkins, Johns, University	Maryland

Hopkinsville Community College	Kentucky
Horeb Seminary	Florida
Horry-Georgetown Technical College	South Carolina
Hostos Community College	See City Univ of New York
Houghton College	New York
Housatonic Regional Community College	Connecticut
Houston Baptist University	Texas
Houston Central Campus, University of	Texas
Houston Central Office, University of	Texas
Houston at Clear Lake City, University of	Texas
Houston Community College	Texas
Houston Downtown College, University of	Texas
Houston, Sam, State University	Texas
Houston System Administration Central Office, University of	Texas
Houston Victoria Campus, University of	Texas
Howard College at Big Spring	Texas
Howard Community College	Maryland
Howard County Junior College District	Texas
Howard Payne University	Texas
Howard University	District of Columbia
Hudson County Community College Commission	New Jersey
Hudson Valley Community College	New York
Humacao University College	See Univ of Puerto Rico
Humanistic Psychology Institute	California
Humboldt State University	California
Humphreys College	California
Hunter College	See City Univ of New York
Huntingdon College	Alabama
Huron College	South Dakota
Husson College	Maine
Huston-Tillotson College	Texas
Hutchinson Community College	Kansas
Idaho, College of	Idaho
Idaho State University	Idaho
Idaho, University of	Idaho
Illiff School of Theology	Colorado
Illinois Benedictine College	Illinois
Illinois Central College	Illinois
Illinois Central Office, University of	Illinois
Illinois Chicago Circle Campus, University of	Illinois
Illinois College	Illinois

Illinois College of Optometry	Illinois
Illinois College of Podiatric Medicine	Illinois
Illinois Eastern Community College Frontier Community College	Illinois
Illinois Eastern Community College Lincoln Trail College	Illinois
Illinois Eastern Community College Olney Central College	Illinois
Illinois Eastern Community College System Office	Illinois
Illinois Eastern Community College Wabash Valley College	Illinois
Illinois Institute of Technology	Illinois
Illinois Medical Center at Chicago, University of	Illinois
Illinois State University	Illinois
Illinois Technical College	Illinois
Illinois Urbana Campus, University of	Illinois
Illinois Valley Community College	Illinois
Wesleyan University	Illinois
Immaculata College	Pennsylvania
Immaculate Conception Seminary	New Jersey
Imperial Valley College	California
Incarnate Word College	Texas
Independence Community College	Kansas
Indian Hills Community College	Iowa
Indian River Community College	Florida
Indian Valley Colleges	California
Indiana Central University	Indiana
Indiana Institute of Technology	Indiana
Indiana State University Central Office	Indiana
Indiana State University Evansville Campus	Indiana
Indiana State University Main Campus	Indiana
Indiana University Bloomington	Indiana
Indiana University Central Office	Indiana
Indiana University East	Indiana
Indiana University at Kokomo	Indiana
Indiana University Northwest	Indiana
Indiana University of Pennsylvania	Pennsylvania
Indiana University-Purdue University at Fort Wayne	Indiana
Indiana University-Purdue University at Indianapolis	Indiana
Indiana University at South Bend	Indiana
Indiana University Southeast	Indiana
Indiana Vocational Technical College-Central Indiana	Indiana
Indiana Vocational Technical Central Office	Indiana
Indiana Vocational Technical College-Columbus	Indiana
Indiana Vocational Technical College-Eastcentral	Indiana
Indiana Vocational Technical College-Kokomo	Indiana

Indiana Vocational Technical College-Lafayette	Indiana
Indiana Vocational Technical College-Northcentral	Indiana
Indiana Vocational Technical College-Northeast	Indiana
Indiana Vocational Technical College-Northwest	Indiana
Indiana Vocational Technical College-Southcentral	Indiana
Indiana Vocational Technical College-Southeast	Indiana
Indiana Vocational Technical College-Southeast	Indiana
Indiana Vocational Technical College-Wabash Valley	Indiana
Indiana Vocational Technical College-Whitewater	Indiana
Institute for Advanced Studies in the Humanities	New York
Institute of American Indian Arts	New Mexico
Institute of Design and Construction	New York
Institute of Electronic Technology	Kentucky
Institute of Paper Chemistry	Wisconsin
Instituto Comercial De Puerto Rico Junior College	Puerto Rico
Instituto Tecnico Comercial Junior College	Puerto Rico
Insurance, College of	New York
Inter American University of Puerto Rico Aguadilla Branch	Puerto Rico
Inter American University of Puerto Rico Arecibo Branch	Puerto Rico
Inter American University of Puerto Rico Barranquitas Branch	Puerto Rico
Inter American University of Puerto Rico Central Office	Puerto Rico
Inter American University of Puerto Rico Fajardo Branch	Puerto Rico
Inter American University of Puerto Rico Guayama Branch	Puerto Rico
Inter American University of Puerto Rico Metropolitan Campus	Puerto Rico
Inter American University of Puerto Rico Ponce Branch	Puerto Rico
Inter American University of Puerto Rico San German Campus	Puerto Rico
Interboro Institute	New York
Interdenominational Theological Center	Georgia
Intermountain Bible College	Colorado
International Bible College	Alabama
International Business College	Indiana
International College	California
International Fine Arts College	Florida
International Graduate School	Missouri
International Institute of the Americas of World University	Puerto Rico
Inver Hills Community College	Minnesota
Iona College	New York
Iowa Central Community College	Iowa
Lakes Community College	Iowa
State University of Science and Technology	Iowa
Iowa, University of	Iowa

Iowa Wesleyan College	Iowa
Iowa Western Community College	Iowa
Isothermal Community College	North Carolina
Itasca Community College	Minnesota
Itawamba Junior College	Mississippi
Ithaca College	New York
ITT Educational Services	Indiana
ITT Technical-Business Institute	Indiana
ITT Technical Institute	Indiana
ITT Technical Institute	Ohio
J. Sergeant Reynolds Community College	Virginia
Jackson Community College	Michigan
Jackson, Sheldon, College	Alaska
Jackson State Community College	Tennessee
Jackson State University	Mississippi
Jacksonville College	Texas
Jacksonville State University	Alabama
Jacksonville University	Florida
James Madison University	Virginia
James Sprunt Technical College	North Carolina
Jamestown Business College	New York
Jamestown College	North Dakota
Jamestown Community College	New York
Jarvis Christian College	Texas
Jay, John, College of Criminal Justice	See City Univ of New York
Jefferson College	Missouri
Jefferson College	North Carolina
Jefferson Community College	New York
Jefferson Community College	Kentucky
Jefferson Davis State Junior College	Alabama
Jefferson State Junior College	Alabama
Jefferson Technical College	Ohio
Jefferson, Thomas, University	Pennsylvania
Jersey City State, College	New Jersey
Jesuit School of Theology	California
Jewell, William, College	Missouri
Jewish Theological Seminary of America	New York
John A. Gupton College	Tennessee
John A. Logan College	Illinois
John Brown University	Arkansas
John C. Calhoun State Community College	Alabama
John Carroll University	Ohio

John F. Kennedy University	California
John Jay College Criminal Justice	See City Univ of New York
John Marshall Law School	Illinois
John Tyler Community College	Virginia
John Wesley College	North Carolina
John Wood Community College	Illinois
Johns Hopkins University	Maryland
Johnson Bible College	Tennessee
Johnson C. Smith University	North Carolina
Johnson County Community College	Kansas
Johnson O.S., School of Technology	Pennsylvania
Johnson State College	Vermont
Johnson and Wales College	Rhode Island
Johnston Technical College	North Carolina
Joliet Junior College	Illinois
Jones College Central Office	Florida
Jones College Jacksonville	Florida
Jones College Orlando	Florida
Jones County Junior College	Mississippi
Jordan College	Michigan
Judaism, University of	California
Judson Baptist College	Oregon
Judson College	Alabama
Judson College	Illinois
Juilliard School, The	New York
Juniata College	Pennsylvania
Junior College of, See Most Important Term	
Kalamazoo College	Michigan
Kalamazoo Valley Community College	Michigan
Kankakee Community College	Illinois
Kansas Central Office, University of	Kansas
Kansas City Art Institute	Missouri
Kansas City Kansas Community College	Kansas
Kansas Main Campus, University of	Kansas
Kansas Medical Center, University of	Kansas
Kansas Newman College	Kansas
Kansas State University of Agriculture and Applied Science	Kansas
Kansas Technical Institute	Kansas
Kansas Wesleyan	Kansas
Kapiolani Community College	See University Hawaii
Kaskaskia College	Illinois
Katharine Gibbs School	Massachusetts

Katharine Gibbs School	New Jersey
Katharine Gibbs School	New York
Kauai Community College	See University Hawaii
Kean College of New Jersey	New Jersey
Kearney State College	Nebraska
Keene State College	See Univ System of NH
Kehilath Yakov Rabbinical Seminary	New York
Keller Graduate School of Management	Illinois
Kellogg Community College	Michigan
Kemper Military School and College	Missouri
Kenai Peninsula Community College	See University of Alaska
Kendall College	Illinois
Kendall School of Design	Michigan
Kennedy, John F., University	California
Kennedy-King College, Illinois	See City Colleges Chicago
Kennesaw College	Georgia
Kenrick Seminary	Missouri
Kent State University Ashtabuta Regional Campus	Ohio
Kent State University Central-Office	Ohio
Kent State University East Liverpool Regional Campus	Ohio
Kent State University Main Campus	Ohio
Kent State University Sales Regional Campus	Ohio
Kent State University Stark County Regional Campus	Ohio
Kent State University Trumbull Regional Campus	Ohio
Kent State University Tuscarawas Regional Campus	Ohio
Kentucky System Office, University of	Kentucky
Kentucky Christian College	Kentucky
Kentucky College of Technology	Kentucky
Kentucky Junior College of Business	Kentucky
Kentucky State University	Kentucky
Kentucky, University of	Kentucky
Kentucky Wesleyan College	Kentucky
Kenyon College	Ohio
Ketchikan Community College	See University Alaska
Kettering College of Medical Arts	Ohio
Keuka College	New York
Lake Tahoe Community College	California
Kilgore College	Texas
King College	Tennessee
King, Starr, School for the Ministry	California
King's College	New York

King's College	Pennsylvania
King's College-Raleigh	North Carolina
Kings River Community College	California
Kingsborough Community College	See City Univ of New York
Kirksville College of Osteopathic Medicine	Missouri
Kirkwood Community College	Iowa
Kirtland Community College	Michigan
Kishwaukee College	Illinois
Knox College	Illinois
Knoxville Business College	Tennessee
Knoxville College	Tennessee
Kodiak Community College	See University of Alaska
Kuskokwirm Community College	See University of Alaska
Kutztown State College	Pennsylvania
L.I.F.E. Bible College	California
La Grange College	Georgia
La Guardia Community College	See City Univ of New York
La Roche College	Pennsylvania
La Salle College	Pennsylvania
La Verne College	California
La Verne, University of	California
Labette Community College	Kansas
Laboratory Institute of Merchandising	New York
Laboure Junior College	Massachusetts
Lackawanna Junior College	Pennsylvania
Lafayette College	Pennsylvania
Lafayette College	North Carolina
Lake City Community College	Florida
Lake County, College of	Illinois
Lake Erie College	Ohio
Lake Forest College	Illinois
Lake Forest School of Management	Illinois
Lake Land College	Illinois
Lake Michigan College	Michigan
Lake Region Community College	North Dakota
Lake Region Junior College	North Dakota
Lake-Sumter Community College	Florida
Lake Superior State College	Michigan
Keystone Junior College	Pennsylvania
Lakeland College	Wisconsin
Lakeland College of Business and Fashion	Florida
Lakeland Community College Ohio	Ohio

Lakeshore Technical Institute	Wisconsin
Lakewood Community College	Minnesota
Lamar Community College	Colorado
Lamar University	Texas
Lambuth College	Tennessee
Lancaster Bible College	Pennsylvania
Lancaster, Dabney S., Community College	Virginia
Lancaster Theological Seminary	Pennsylvania
Lander College	South Carolina
Lane College	Tennessee
Lane Community College	Oregon
Laney College	California
Langston University	Oklahoma
Lansing Community College	Michigan
Laramie County Community College	Wyoming
Laredo Junior College	Texas
Laredo State University	Texas
Lasell Junior College	Massachusetts
Lassen College	California
Latter-Day Saints Business College	Utah
Lawrence Institute of Technology	Michigan
Lawrence, Sarah, College	New York
Lawrence University	Wisconsin
Lawson State Community College	Alabama
Le Moyne College	New York
Le Moyne-Owen College	Tennessee
Le Tourneau College	Texas
Lebanon Valley College	Pennsylvania
Lee College	Tennessee
Lee College	Texas
Lees Junior College	Kentucky
Lees-Mcrae College	North Carolina
Leeward Community College	See University of Hawaii
Lehigh County Community College	Pennsylvania
Lehigh University	Pennsylvania
Lehman College	See City U of NY
Lenoir Community College	North Carolina
Lenoir-Rhyne College	North Carolina
Lesley College	Massachusetts
Lewis and Clark College	Oregon
Lewis and Clark Community College	Illinois

Lewis-Clark State College	Idaho
Lewis College of Business	Michigan
Lewis University	Illinois
Lexington Technical Institute	Kentucky
Lexington Theological Seminary	Kentucky
Liberty Baptist College	Virginia
Life Chiropractic College	Georgia
Lima Technical College	Ohio
Limestone College	South Carolina
Lincoln Christian College	Illinois
Lincoln College	Illinois
Lincoln Land Community College	Illinois
Lincoln Memorial University	Tennessee
Lincoln Technical Institute	Pennsylvania
Lincoln Trail College	See Ill Estn Cmty College
Lincoln University	California
Lincoln University	Missouri
Lincoln University	Pennsylvania
Lindenwood Colleges, The	Missouri
Lindsey Wilson College	Kentucky
Linfield College	Oregon
Linn-Benton Community College	Oregon
Lipscomb, David, College	Tennessee
Little, Arthur D. Management Education Institute	Massachusetts
Livingston University	Alabama
Livingstons College	North Carolina
Boyd, Alice, College	Kentucky
Beck Haven State College	Pennsylvania
Lockyear College	Indiana
Logan College of Chiropractic	Missouri
Logan, John A., College	Illinois
Loma Linda University	California
Lomax-Hannon Junior College	Alabama
Lon Morris College	Texas
Long Beach City College	California
Long Island College Hospital School of Nursing	New York
Long Island Seminary of Jewish Studies for Women	New York
Long Island University Brooklyn Center	New York
Long Island University C W Post Center	New York
Long Island University Central Office	New York
Long Island University Southampton Center	New York
Longview Community College	Missouri

Longwood College	Virginia
Loop College, Illinois	See City Colleges Chicago
Lorain County Community College	Ohio
Loras College	Iowa
Lord Fairfax Community College	Virginia
Loretto Heights College	Colorado
Los Angeles Baptist College	California
Los Angeles City College	California
Los Angeles College of Chiropractic	California
Los Angeles Community College District Office	California
Los Angeles Community College System Office	California
Los Angeles Harbor College	California
Los Angeles Metropolitan College	California
Los Angeles Mission College	California
Los Angeles Pierce College	California
Los Angeles Southwest College	California
Los Angeles Trade-Technical Center	California
Los Angeles Valley College	California
Los Medanos College	California
Los Rios Community College District Office	California
Los Rios Community College System Office	California
Louisburg College	North Carolina
Louisiana College	Louisiana
Louisiana State University and Agricultural and Mechanical College Baton Rouge	Louisiana
Louisiana State University at Alexandria	Louisiana
Louisiana State University at Eunice	Louisiana
Louisiana State University Medical Center	Louisiana
Louisiana State University in Shreveport	Louisiana
Louisiana State University System Office	Louisiana
Louisiana Technical University	Louisiana
Louisville Presbyterian Theological Seminary	Kentucky
Louisville School of Art	Kentucky
Louisville Technical Institute	Kentucky
Louisville, University of	Kentucky
Lourdes College	Ohio
Lowell, University of	Massachusetts
Lower Columbia College	Washington
Loyola College	Maryland
Loyola Marymount University	California
Loyola University of Chicago	Illinois

Loyola University in New Orleans	Louisiana
Lubbock Christian College	Texas
Lummi College of Fisheries	Washington
Lurleen B. Wallace State Junior College	Alabama
Luther College	Iowa
Luther, Dr. Martin College	Minnesota
Luther Theological Seminary	Minnesota
Lutheran Bible Institute of Seattle	Washington
Lutheran School of Theology at Chicago	Illinois
Lutheran Theological Seminary at Gettysburg	Pennsylvania
Lutheran Theological Seminary at Philadelphia	Pennsylvania
Lutheran Theological Southern Seminary	South Carolina
Luzerne County Community College	Pennsylvania
Lycoming College	Pennsylvania
Lynchburg College	Virginia
Lyndon State College	Vermont
Lyons Technical Institute	Pennsylvania
Macalester College	Minnesota
Maccormac College	Illinois
Machzikei Hadath Rabbinical College	New York
Macmurray College	Illinois
Macomb County Community College	Michigan
Macomb County Community College-Center Campus	Michigan
Macomb County Community College Central Office	Michigan
Macomb County Community College-South Campus	Michigan
Macon Junior College	Georgia
Madison Area Technical College	Wisconsin
Madison Business College	Wisconsin
Madison, James, University	Virginia
Madisonville Community College	Kentucky
Madonna College	Michigan
Magnus, Albertus, College	Connecticut
Maharishi International University	Iowa
Maine at Augusta, University of	Maine
Maine Central Office, University of	Maine
Maine at Farmington, University of	Maine
Maine at Fort Kent, University of	Maine
Maine at Machias, University of	Maine
Maine Maritime Academy	Maine
Maine at Orono, University of	Maine
Maine at Presque Isle, University of	Maine
Mainland, College of the	Texas

Malcolm X College, Illinois	See City Colleges Chicago
Mallinckrodt College	Illinois
Malone College	Ohio
Manatee Junior College	Florida
Manchester College	Indiana
Manchester Community College	Connecticut
Manhattan Christian College	Kansas
Manhattan College	New York
Manhattan School of Music	New York
Manhattanville College	New York
Manhattan Community College	See City Univ of New York
Mankato State University	Minnesota
Mannes College of Music	New York
Manor Junior College	Pennsylvania
Mansfield State College	Pennsylvania
Maple Woods Community College	Missouri
Maria College of Albany	New York
Maria Regina College	New York
Marian College	Indiana
Marian College of Fond Du Lac	Wisconsin
Maricopa County Community College System Office	Arizona
Maricopa Technical Community College	Arizona
Marietta College	Ohio
Marin, College of	California
Marian Court Junior College of Business	Massachusetts
Marion College	Indiana
Marion, Francis, College	South Carolina
Marion Military Institute	Alabama
Marion Technical College	Ohio
Marist College	New York
Maritime College	See State Univ New York
Marlboro College	Vermont
Marquette University	Wisconsin
Mars Hill College	North Carolina
Marshall University	West Virginia
Marshall, John, Law School	Illinois
Marshalltown Community College	Iowa
Martin Center College	Indiana
Martin College	Tennessee
Martin Community College	North Carolina
Mary Baldwin College	Virginia

Mary College	North Dakota
Mary Hardin-Baylor, University of	Texas
Mary Holmes College	Mississippi
Mary Immaculate Seminary	Pennsylvania
Mary Washington College	Virginia
Marycrest College	Iowa
Marygrove College	Michigan
Maryknoll School of Theology	New York
Maryland Baltimore County Campus, University of	Maryland
Maryland Baltimore Professional Schools, University of	Maryland
Maryland College of Art and Design	Maryland
Maryland College Park Campus, University of	Maryland
Maryland-Eastern Shore, University of	Maryland
Maryland Institute College of Art	Maryland
Maryland Medical Secretarial School	Maryland
Maryland System Office, University of	Maryland
Maryland University College, University of	Maryland
Marythurst College for Lifelong Learning	Oregon
Marymount College	New York
Marymount College of Kansas	Kansas
Marymount College of Virginia	Virginia
Marymount Manhattan College	New York
Marymount Palos Verdes College	California
Maryville College	Tennessee
Maryville College-Saint Louis	Missouri
Marywood College	Pennsylvania
Mason, George, University	Virginia
Massachusetts Amherst Campus, University of	Massachusetts
Massachusetts Bay Community College	Massachusetts
Massachusetts Board of Regents Community College System Office	Massachusetts
Massachusetts Board of Regents Public Higher Education System Office	Massachusetts
Massachusetts Boston Campus, University of	Massachusetts
Massachusetts Central Office, University of	Massachusetts
Massachusetts College of Art	Massachusetts
Massachusetts College of Pharmacy and Allied Health Sciences	Massachusetts
Massachusetts Institute of Technology	Massachusetts
Massachusetts Maritime Academy	Massachusetts
Massachusetts Medical School at Worcester, University of	Massachusetts
Massachusetts School of Professional Psychology	Massachusetts
Massachusetts State College System Office	Massachusetts
Massasoit Community College	Massachusetts
Matanuska-Susitna Community College	See University of Alaska

Mater Dei College	New York
Mattatuck Community College	Connecticut
Maui Community College	See University Hawaii
Mayland Technical College	North Carolina
Mayo Graduate School of Medicine	Minnesota
Mayo Medical School	Minnesota
Maysville Community College	Kentucky
Mayville State College	North Dakota
McConnell, Truett College	Georgia
McCook Community College	Nebraska
McCormick Theological Seminary	Illinois
McCarrie Schools	Pennsylvania
McCarrie School of Health Sciences and Technology	Pennsylvania
McDowell Technical Institute	North Carolina
McHenry County College	Illinois
McIntosh College	New Hampshire
McKendree College	Illinois
McKenzie College	Tennessee
McLennan Community College	Texas
McMurry College	Texas
McNeese State University	Louisiana
McPherson College	Kansas
Meadows College of Business	Georgia
Meadville-Lombard Theological School	Illinois
Medaille College	New York
Medgar Evers College	See City Univ of New York
Medical College of Georgia	Georgia
Medical College of Ohio at Toledo	Ohio
Medical College of Pennsylvania, the	Pennsylvania
Medical College of Wisconsin	Wisconsin
Medical Institute of Minnesota	Minnesota
Medical University of South Carolina	South Carolina
Medicine and Dentistry of New Jersey at Newark, College of	New Jersey
Meharry Medical College	Tennessee
Melodyland School of Theology	California
Memphis Academy of the Arts	Tennessee
Memphis State University	Tennessee
Memphis Theological Seminary	Tennessee
Mendocino College	California
Menlo College	California
Mennonite Biblical Seminary	Indiana

Mennonite Brethren Biblical Seminary	California
Merced College	California
Mercer County Community College	New Jersey
Mercer University in Atlanta	Georgia
Mercer University Central Office	Georgia
Mercer University Main Campus	Georgia
Mercer-University Southern School of Pharmacy	Georgia
Mercy College	New York
Mercy College of Detroit	Michigan
Mercyhurst College	Pennsylvania
Meredith College	North Carolina
Meridian Junior College	Mississippi
Merrimack College	Massachusetts
Merrimack Valley College	New Hampshire
Merritt College	California
Mesa College	Colorado
Mesa College, California	See San Diego Cmty College
Mesa Community College	Arizona
Mesabi Community College	Minnesota
Mesivta Eastern Parkway Rabbinical Seminary	New York
Mesivta Torah Vodaath Seminary	New York
Mesivtha Tifereth Jerusalem of America	New York
Messiah College	Pennsylvania
Methodist College	North Carolina
Methodist Theological School of Ohio	Ohio
Metropolitan Community Colleges Administrative Center System Office	Missouri
Metropolitan State College	Colorado
Metropolitan State University	Minnesota
Metropolitan Technical Community College	Nebraska
Miami Christian College	Florida
Miami-Dade Community College	Florida
Miami-Jacobs Junior College of Business	Ohio
Miami, University of	Florida
Miami University Central Office	Ohio
Miami University Hamilton Campus	Ohio
Miami University Middletown Campus	Ohio
Miami University Oxford Campus	Ohio
Michael J. Owens Technical College	Ohio
Michigan-Ann Arbor, University of	Michigan
Michigan Central Office, University of	Michigan

Michigan Christian College	Michigan
Michigan-Dearborn, University of	Michigan
Michigan-Flint, University of	Michigan
Michigan-Flint, University of	Michigan
Michigan State University	Michigan
Michigan Technological University	Michigan
Micronesia, Community College of	Eastern Caroline Is
Mid-America Baptist Theological Seminary	Tennessee
Mid-America College of Funeral Service	Indiana
Mid-America Nazarene College	Kansas
Mid-Michigan Community College	Michigan
Mid-Plains Community College	Nebraska
Mid-Plains Community College Area Central Office	Nebraska
Mid-South Bible College	Tennessee
Mid-State Technical Institute	Wisconsin
Middle Georgia College	Georgia
Middle Tennessee State University	Tennessee
Middlebury College	Vermont
Middlesex Community College	Connecticut
Middlesex Community College	Massachusetts
Middlesex County College	New Jersey
Midland College	Texas
Midland Lutheran College	Nebraska
Midlands Technical College	South Carolina
Midstate College	Illinois
Midway College	Kentucky
Midwest Christian College	Oklahoma
Midwest College of Engineering	Illinois
Midwestern Baptist Theological Seminary	Missouri
Midwestern State University	Texas
Miles College	Alabama
Miles Community College	Montana
Millersville State College	Pennsylvania
Milligan College	Tennessee
Millikin University	Illinois
Mills College	California
Millsaps College	Mississippi
Milton College	Wisconsin
Milwaukee Area Technical College	Wisconsin
Milwaukee Institute of Art and Design	Wisconsin
Milwaukee School of Engineering	Wisconsin
Milwaukee Stratton College	Wisconsin

Mineral Area College	Missouri
Minneapolis College of Art Design	Minnesota
Minneapolis College of Art Design	Minnesota
Minnesota Bible College	Minnesota
Minnesota Central Office, University of	Minnesota
Minnesota Community Colleges System Office	Minnesota
Minnesota at Duluth, University of	Minnesota
Minnesota Mayo Graduate School of Medicine, University of	Minnesota
Minnesota of Minneapolis Saint Paul, University of	Minnesota
Minnesota at Morris, University of	Minnesota
Minnesota Technical College at Crookston, University of	Minnesota
Minnesota Technical College at Waseca, University of	Minnesota
Minot State College	North Dakota
Mira Costa College	California
Miramar College	See San Diego Cmty College
Mirrer Yeshiva Central Institute	New York
Miss Wades Fashion College	Texas
Mission College	California
Mississippi Central Office, University of	Mississippi
Mississippi College	Mississippi
Mississippi County Community College	Arkansas
Mississippi Delta Junior College	Mississippi
Mississippi Gulf Coast Junior College	Mississippi
Mississippi Industrial College	Mississippi
Mississippi Main Campus, University of	Mississippi
Mississippi Medical Center, University of	Mississippi
Mississippi State University	Mississippi
Mississippi University for Women	Mississippi
Mississippi Valley State University	Mississippi
Missouri Baptist College	Missouri
Missouri-Columbia, University of	Missouri
Missouri Central Administration Central Office, University of	Missouri
Missouri Institute of Technology	Missouri
Missouri-Kansas City, University of	Missouri
Missouri-Rolla, University of	Missouri
Missouri-Saint Louis, University of	Missouri
Missouri Southern State College	Missouri
Missouri Valley College	Missouri
Missouri Western State College	Missouri
Mitchell College	Connecticut
Mitchell Community College	North Carolina

Mitchell, William, College Law	Minnesota
Moberly Junior College	Missouri
Mobile College	Alabama
Modesto Junior College	California
Mohave Community College	Arizona
Mohawk Valley Community College	New York
Mohegan Community College	Connecticut
Molloy College	New York
Monmouth College	Illinois
Monmouth College	New Jersey
Monroe Business Institute	New York
Monroe Community College	New York
Monroe County Community College	Michigan
Montana College of Mineral Science and Technology	Montana
Montana State University	Montana
Montana, University of	Montana
Montana University System, System Office	Montana
Montcalm Community College	Michigan
Montclair State College	New Jersey
Monterey Institute of International Studies	California
Monterey Peninsula College	California
Montevallo, University of	Alabama
Montgomery College Central Office	Maryland
Montgomery College Germantown Campus	Maryland
Montgomery College Rockville Campus	Maryland
Montgomery College Tacoma Park Campus	Maryland
Montgomery County Community College	Pennsylvania
Montgomery Technical Institute	North Carolina
Montreal-Anderson College	North Carolina
Moody Bible Institute	Illinois
Moore College of Art	Pennsylvania
Moorhead State University	Minnesota
Moorpark College	California
Moraine Park Technical Institute	Wisconsin
Moraine Valley Community College	Illinois
Moravian College	Pennsylvania
More, Thomas, College	Kentucky
Morehead State University	Kentucky
Morehouse College	Georgia
Morgan Community College	Colorado
Morgan State University	Maryland
Morningside College	Iowa

Morris Brown College	Georgia
Morris College	South Carolina
Morris Junior College of Business	Florida
Morris, Lon, College	Texas
Morris, Robert, College	Pennsylvania
Morrison Institute of Technology	Illinois
Morristown College	Tennessee
Morton College	Illinois
Mottow State Community College	Tennessee
Mott, Charles S., Community College	Michigan
Mount Aloysius Junior College	Pennsylvania
Mount Angel Seminary	Oregon
Mount Holyoke College	Massachusetts
Mount Hood Community College	Oregon
Mount Ida Junior College	Massachusetts
Mount Marty College	South Dakota
Mount Mary College	Wisconsin
Mount Mercy College	Iowa
Mount Olive College	North Carolina
Mount Sacred Heart College	Connecticut
Mount Saint Alphonsus Seminary	New York
Mount Saint Clare College	Iowa
Mount Saint Joseph-on-the-Ohio, College of	Ohio
Mount Saint Mary College	New York
Mount Saint Mary's College	California
Mount Saint Mary's College	Maryland
Mount Saint Vincent, College of	New York
Mount San Antonio College	California
Mount San Jacinto College	California
Mount Senario College	Wisconsin
Mount Sinai School of Medicine of City University of New York	New York
Mount Union College	Ohio
Mount Vernon College	District of Columbia
Mount Vemon Nazarene College	Ohio
Mount Wachusett Community College	Massachusetts
Mountain Empire Community College	Virginia
Mountain View College	Texas
Mudd, Harvey, College	California
Muhlenberg College	Pennsylvania
Multnomah School of the Bible	Oregon
Mundelein College	Illinois

Murray State College	Oklahoma
Murray State University	Kentucky
Muscatine Community College	Iowa
Museum Art School	Oregon
Museum of Fine Arts-Boston, School of the	Massachusetts
Muskegon Business College	Michigan
Muskegon Community College	Michigan
Muskingum Area Technical College	Ohio
Muskingum College	Ohio
Napa College	California
Naropa Institute	Colorado
Nash Technical Institute	North Carolina
Nashotah House	Wisconsin
Nashville State Technical Institute	Tennessee
Nassau Community College	New York
Nasson College	Maine
Nathaniel Hawthorne College	New Hampshire
National Business College	Virginia
National College	South Dakota
National College of Chiropractic	Illinois
National College of Education Central Office	Illinois
National College of Education Main Campus	Illinois
National College of Education Urban Campus	Illinois
National Technical Schools	California
National University	California
Native American Educational Services	Illinois
Navajo Community College	Arizona
Naval Postgraduate School	California
Navarro College	Texas
Nazarene Bible College	Colorado
Nazarene Theological Seminary	Missouri
Nazareth College	Michigan
Nazareth College of Rochester	New York
Nebraska Central Administration System Office, University of	Nebraska
Nebraska Christian College	Nebraska
Nebraska Indiana Community College	Nebraska
Nebraska-Lincoln, University of	Nebraska
Nebraska Medical Center, University of	Nebraska
Nebraska at Omaha, Univeristy of	Nebraska
Nebraska Wesleyan University	Nebraska
Nebraska Westem College	Nebraska
Nelson, Thomas, Community College	Virginia

Neosho County Community College	Kansas
Ner Israel Rabbinical College	Maryland
Neumann College	Pennsylvania
Nevada-Las Vegas, University of	Nevada
Nevada-Reno, Univesity of	Nevada
Nevada System Administration System Office, Univesity of	Nevada
Nevada System System Office, University of	Nevada
New Brunswick Theological Seminary	New Jersey
New College of California	California
New England College	New Hampshire
New England College of Optometry	Massachusetts
New England Conservatory of Music	Massachusetts
New England Institute of Applied Arts and Sciences	Massachusetts
New England Institute of Technology	Rhode Island
New England School of Law	Massachusetts
New England, University of	Maine
New Hampshire College	New Hampshire
New Hampshire Keene State College, University of	New Hampshire
New Hampshire Plymouth State College, University of	New Hampshire
New Hampshire Technical Institute	New Hampshire
New Hampshire, University of	New Hampshire
New Hampshire Vocational-Technical College at Berlin	New Hampshire
New Hampshire Vocational-Technical College at Claremont	New Hampshire
New Hampshire Vocational-Technical College at Laconia	New Hampshire
New Hampshire Vocational-Technical College at Manchester	New Hampshire
New Hampshire Vocational-Technical College at Nashua	New Hampshire
New Hampshire Vocational-Technical College at Portsmouth	New Hampshire
New Haven, University of	Connecticut
New Jersey Institute of Technology	New Jersey
New Mexico Central Office, University of	New Mexico
New Mexico Gallup Branch, University of	New Mexico
New Mexico Highlands University	New Mexico
New Mexico Institute of Mining and Technology	New Mexico
New Mexico Junior College	New Mexico
New Mexico Main Campus, University of	New Mexico

New Mexico Military Institute	New Mexico
New Mexico State University Alamogordo Branch	New Mexico
New Mexico State University Carlsbad Branch	New Mexico
New Mexico State University Central Office	New Mexico
New Mexico State University Grants Branch	New Mexico
New Mexico State University Main Campus	New Mexico
New Mexico State University San Juan Branch	New Mexico
New Orleans Baptist Theological Seminary	Louisiana
New Orleans, University of	Louisiana
New Paltz, College at	See State Univ New York
New River Community College	Virginia
New Rochelle, College of	New York
New School of Music	Pennsylvania
New School for Social Research	New York
New York Chiropractic College	New York
New York City Community College	See City Univ of New York
New York College of Podiatric Medicine	New York
New York Institute of Technology Central Office	New York
New York Institute of Technology Main Campus	New York
New York Institute of Technology, New York City Campus	New York
New York Law School	New York
New York Medical College	New York
New York School of Interior Design	New York
New York State College of Ceramics at Alfred University	New York
New York Theological Seminary	New York
New York University	New York
Newark College of Arts and Sciences	See Rutgers University
Newberry College	South Carolina
Newbury Junior College	Massachusetts
Newport, Christopher, College	Virginia
Niagara County Community College	New York
Niagara University	New York
Nicholls State University	Louisiana
Nichols College	Massachusetts
Nicolet College and Technical Institute	Wisconsin
Nielsen Electronics Institute	South Carolina
Norfolk State University	Virginia
Normandale Community College	Minnesota
North Adams State College	Massachusetts
North Alabama, University of	Alabama
North American Baptist Seminary	South Dakota
North Arkansas Community College	Arkansas

North Carolina Agricultural and Technical State University	North Carolina
North Carolina at Asheville, University of	North Carolina
North Carolina Central University	North Carolina
North Carolina at Chapel Hill, University of	North Carolina
North Carolina at Charlotte, University of	North Carolina
North Carolina General Administration Central Office, University of	North Carolina
North Carolina at Greensboro, University of	North Carolina
North Carolina School of the Arts	North Carolina
North Carolina State University at Raleigh	North Carolina
North Carolina Wesleyan College	North Carolina
North Carolina at Wilmington, University of	North Carolina
North Central Bible College	Minnesota
North Central College	Illinois
North Central Michigan College	Michigan
North Central Technical College	Ohio
North Central Technical Institute	Wisconsin
North Central University Center, Community College of the	South Dakota
North Country Community College	New York
North Dakota Central Office, University of	North Dakota
North Dakota Main Campus, University of	North Dakota
North Dakota State School of Science	North Dakota
North Dakota State University Bottineau	North Dakota
North Dakota State University Central Office	North Dakota
North Dakota State University Main Campus	North Dakota
North Dakota Williston Branch, University of	North Dakota
North Florida Junior College	Florida
North Florida, University of	Florida
North Georgia College	Georgia
North Greenville College	South Carolina
North Harris County College	Texas
North Hennepin Community College	Minnesota
North Idaho College	Idaho
North Iowa Area Community College	Iowa
North Park College and Theological Seminary	Illinois
North Seattle Community College	Washington
North Shore Community College	Massachusetts
North Texas State University	Texas
Northampton County Area Community College	Pennsylvania
Northeast Alabama State Junior College	Alabama
Northeast Iowa Technical Institute	Iowa
Northeast Louisiana University	Louisiana

Northeast Mississippi Junior College	Mississippi
Northeast Missouri State University	Missouri
Northeast Technical Community College	Nebraska
Northeast Wisconsin Technical Institute	Wisconsin
North Eastern Bible College	New Jersey
North Eastern, Christian Junior College	Pennsylvania
North Eastern Illinois University	Illinois
Northeastern Junior College	Colorado
Northeastern Ohio Universities College of Medicine	Ohio
Northeastern Oklahoma Agricultural and Mechanical College	Oklahoma
Northeastern Oklahoma State University	Oklahoma
Northeastern University	Massachusetts
Northern Arizona University	Arizona
Northern Baptist Theological Seminary	Illinois
Northern California College of Chiropractic	California
Northern Colorado, University of	Colorado
Northern Essex Community College	Massachusetts
Northern Illinois University	Illinois
Northern Iowa, University of	Iowa
Northern Kentucky University	Kentucky
Northern Maine Vocational Technical Institute	Maine
Northern Michigan University	Michigan
Northern Montana College	Montana
Northern Nevada Community College	Nevada
Northern New Mexico Community College	New Mexico
Northern Oklahoma College	Oklahoma
Northern State College	South Dakota
Northern Virginia Community College	Virginia
Northlake College	Texas
Northland College	Wisconsin
Northland Community College	Minnesota
Northland Pioneer College	Arizona
Northrop University	California
Northwest Alabama State Junior College	Alabama
Northwest Bible College	North Dakota
Northwest Christian College	Oregon
Northwest College of the Assemblies of God	Washington
Northwest Community College	Wyoming
Northwest Iowa Technical College	Iowa
Northwest Mississippi Junior College	Mississippi
Northwest Missouri State University	Missouri
Northwest Nazarene College	Idaho

Northwest Technical College	Ohio
Northwest Technical Institute	Minnesota
Northwestern Business College-Technical Center	Ohio
Northwestern College	Iowa
Northwestern College	Minnesota
Northwestern College	Wisconsin
Northwestern College of Chiropractic	Minnesota
Northwestern Connecticut Community College	Connecticut
Northwestern Electronics Institute	Minnesota
Northwestern Lutheran Theological Seminary	Minnesota
Northwestern Michigan College	Michigan
Northwestern Oklahoma State University	Oklahoma
Northwestern State University of Louisiana	Louisiana
Northwestern University	Illinois
Northwood Institute	Michigan
Norwalk Community College	Connecticut
Norwalk State Technical College	Connecticut
Norwich University Central Office	Vermont
Norwich University Main Campus	Vermont
Notre Dame College	New Hampshire
Notre Daine College	Ohio
Notre Dame, College of	California
Notre Dame of Maryland, College of	Maryland
Notre Dame Seminary School of Theology	Louisiana
Notre Dame, University of	Indiana
Nova University	Florida
Nyack College	New York
Nyingnia Institute	California
O. S. Johnson School of Technology	Pennsylvania
O'More School of Interior Architecture and Design	Tennessee
Oakland City College	Indiana
Oakland Community College	Michigan
Oakland University	Michigan
Oakton Community College	Illinois
Oakwood College	Alabama
Oberlin College	Ohio
Oblate College	District of Columbia
Oblate College of the Southwest	Texas
Occidental College	California
Ocean County College	New Jersey
Odessa College	Texas
Oglala Sioux Community College	South Dakota

Oglethorpe University	Georgia
Ohel Shmuel Yeshiva	New York
Ohio College of Podiatric Medicine	Ohio
Ohio Dominican College	Ohio
Ohio Institute of Technology	Ohio
Ohio Northern University	Ohio
Ohio State University Agricultural Technical Institute	Ohio
Ohio State University Central Office	Ohio
Ohio State University Lima Branch	Ohio
Ohio State-University Main Campus	Ohio
Ohio State University Mansfield Branch	Ohio
Ohio State University Marion Branch	Ohio
Ohio State University Newark Branch	Ohio
Ohio University Belmont County Branch	Ohio
Ohio University Central Office	Ohio
Ohio University Chillicothe Branch	Ohio
Ohio University Ironton Branch	Ohio
Ohio University Lancaster Branch	Ohio
Ohio University Main Campus	Ohio
Ohio University Zanesville Branch	Ohio
Ohio Valley College	West Virginia
Ohio Visual Art Institute	Ohio
Ohio Wesleyan University	Ohio
Ohlone College	California
Ohr Hameir Theological Seminary	New York
Okaloosa-Walton Junior College	Florida
Oklahoma Baptist University	Oklahoma
Oklahoma Central Office, University of	Oklahoma
Oklahoma Christian College	Oklahoma
Oklahoma City Southwestern College	Oklahoma
Oklahoma City University	Oklahoma
Oklahoma College of Osteopathic Medicine and Surgery	Oklahoma
Oklahoma Health Sciences Center, University of	Oklahoma
Oklahoma Norman Campus, University of	Oklahoma
Oklahoma Panhandle State University	Oklahoma
Oklahoma School of Business, Accountancy, Law and Finance	Oklahoma
Oklahoma State University Central Office	Oklahoma
Oklahoma State University Main Campus	Oklahoma
Oklahoma State University Technical Institute	Oklahoma
Old Dominion University	Virginia
Old Westbury, College at	See State Univ New York

Olean Business Institute	New York
Olive-Harvey College, Illinois	See City Colleges Chicago
Olivet College	Michigan
Olivet Nazarene College	Illinois
Olney Central College	See Ill Estn Cmty College
Olympia Technical Community College	Washington
Olympic College	Washington
Oneonta, College at	See State Univ of NY
Onondaga Community College	New York
Open Bible College	Iowa
Oral Roberts University	Oklahoma
Orange Coast College	California
Orange County Center, California	See West Coast University
OrangeCounty Community College	New York
Orangeburg Calhoun Technical College	South Carolina
Oregon College of Education	Oregon
Oregon Graduate Center	Oregon
Oregon Health Sciences Center, University of	Oregon
Oregon Health Sciences University	Oregon
Oregon Institute of Technology	Oregon
Oregon Main Campus, University of	Oregon
Oregon Polytechnic Institute	Oregon
Oregon State Higher Education System Office	Oregon
Oregon State University	Oregon
Oscar Rose Junior College	Oklahoma
Osteopathic Medicine and Health Sciences, University of	Iowa
Osteopathic Medicine and Surgery, College of	Iowa
Osteopathic Medicine of the Pacific, College of	California
Oswego, College at	See State Univ New York
Otero Junior College	Colorado
Otis Art Institute of Parsons School of Design	California
Ottawa University	Kansas
Otterbein College	Ohio
Ouachita Baptist University	Arkansas
Our Lady of the Elms, College of	Massachusetts
Our Lady of Holy Cross College	Louisiana
Our Lady of the Lake University of San Antonio	Texas
Owens, Michael J., Technical College	Ohio
Owensboro Business College	Kentucky
Owensboro Junior College of Business	Kentucky
Oxnard College	California
Ozarks, College of the	Arkansas

Ozarks, School of the	Missouri
Pace University Central Office	New York
Pace University New York Campus	New York
Pace University Pleasantville-Briarcliff Campus	New York
Pace University-White Plains Campus	New York
Pacific Christian College	California
Pacific Graduate School of Psychology	California
Pacific Lutheran Theological Seminary	California
Pacific Lutheran University	Washington
Pacific Northwest College of Art	Oregon
Pacific Oaks College	California
Pacific School of Religion	California
Pacific Union College	California
Pacific University	Oregon
Pacific, University of the	California
Paducah Community College	Kentucky
Paine College	Georgia
Palm Beach Atlantic College	Florida
Palm Beach Junior College	Florida
Palmer College of Chiropractic	Iowa
Palmer College of Chiropractic-West	California
Palo Verde College	California
Palomar College	California
Pamlico Technical College	North Carolina
Pan American University	Texas
Panama Canal College	Former Canal Zone
Panola Junior College	Texas
Park College	Missouri
Parkersburg Community College	West Virginia
Parkland College	Illinois
Parks College	Colorado
Parks College	See Saint Louis Univ
Parsons School of Design	New York
Pasadena City College	California
Pasadena College of Chiropractic	California
Pasco-Hernando Community College	Florida
Passaic County Community College	New Jersey
Paterson, William, College	New Jersey
Patrick Henry Community College	Virginia
Patrick Henry State Junior College	Alabama
Patten College	California

Paul D.Camp Community College	Virginia
Paul Quinn College	Texas
Paul Smith's College of Arts and Sciences	New York
Payne, Howard, University	Texas
Payne Theological Seminary	Ohio
Peabody Institute of Johns Hopkins University	Maryland
Peace College	North Carolina
Pearl River Junior College	Mississippi
Peay, Austin State University	Tennessee
Peirce Junior College	Pennsylvania
Pembroke State University	North Carolina
Peninsula College	Washington
Penn Technical Institute	Pennsylvania
Penn Valley Community College	Missouri
Penn, William, College	Iowa
Pennco Tech	Pennsylvania
Pennsylvania College of Optometry	Pennsylvania
Pennsylvania College of Podiatric Medicine	Pennsylvania
Pennsylvania Institute of Technology	Pennsylvania
Pennsylvania State University Allentown Campus	Pennsylvania
Pennsylvania State University Altoona Campus	Pennsylvania
Pennsylvania State University Beaver Campus	Pennsylvania
Pennsylvania State University Behrend College	Pennsylvania
Pennsylvania State University Berks Campus	Pennsylvania
Pennsylvania State University Capitol Campus	Pennsylvania
Pennsylvania State University Central Office	Pennsylvania
Pennsylvania State University Delaware Campus	Pennsylvania
Pennsylvania State University Du Bois Campus	Pennsylvania
Pennsylvania State University Fayette Campus	Pennsylvania
Pennsylvania State University Hazleton Campus	Pennsylvania
Pennsylvania State University Hershey Medical Center	Pennsylvania
Pennsylvania State University Main Campus	Pennsylvania
Pennsylvania State University Mckeesport Campus	Pennsylvania
Pennsylvania State University Mont Alto Campus	Pennsylvania
Pennsylvania State University New Kensington Campus	Pennsylvania
Pennsylvania State University Ogontz Campus	Pennsylvania
Pennsylvania State University Radnor Center for Graduate Studies	Pennsylvania
Pennsylvania State University Schuylkill Campus	Pennsylvania
Pennsylvania State University Shenango Valley Campus	Pennsylvania
Pennsylvania State University Wilkes-Barre Campus	Pennsylvania

Pennsylvania State University Worthington Scranton Campus	Pennsylvania
Pennsylvania State University York Campus	Pennsylvania
Pennsylvania, University of	Pennsylvania
Pensacola Junior College	Florida
Pepperdine University	California
Peralta Community Colleges System Office	California
Peru State College	Nebraska
Pfeiffer College	North Carolina
Philadelphia College of Art	Pennsylvania
Philadelphia College of the Bible	Pennsylvania
Philadelphia College of Osteopathic Medicine	Pennsylvania
Philadelphia College of the Performing Arts	Pennsylvania
Philadelphia College of Pharmacy and Science	Pennsylvania
Philadelphia College of Textiles and Science	Pennsylvania
Philadelphia, Community College of	Pennsylvania
Plander Smith College	Arkansas
Phillips College	Georgia
Phillips College	Georgia
Phillips College	Mississippi
Phillips College of Greater New Orleans	Louisiana
Phillips College of Jackson	Mississippi
Phillips College of New Orleans	Louisiana
Phillips County Community College	Arkansas
Phillips, Frank, College	Texas
Phillips University	Oklahoma
Phoenix College	Arizona
Phoenix, University of	Arizona
Piedmont Aerospace Institute	North Carolina
Piedmont Bible College	North Carolina
Piedmont College	Georgia
Piedmont Technical College	North Carolina
Piedmont Technical College	South Carolina
Piedmont Virginia Community College	Virginia
Pierce, Franklin, College	New Hampshire
Pierce, Franklin, Law Center	New Hampshire
Pikes Peak Community College	Colorado
Pikeville College	Kentucky
Pima Community College	Arizona
Manor College	Massachusetts
Pinebrook Junior College	Pennsylvania
Pioneer Community College	Missouri
Pitt Community College	North Carolina

Pittsburg State University	Kansas
Pittsburgh Bradford Campus, University of	Pennsylvania
Pittsburgh Central Office, University of	Pennsylvania
Pittsburgh Greensburg Campus, University of	Pennsylvania
Pittsburgh Institute of Aero-nautics	Pennsylvania
Pittsburgh Johnstown Campus, University of	Pennsylvania
Pittsburgh Main Campus, University of	Pennsylvania
Pittsburgh Technical Institute	Pennsylvania
Pittsburgh Theological Seminary	Pennsylvania
Pittsburgh Titusville Campus, University of	Pennsylvania
Pitzer College	California
Platte Valley Bible College	Nebraska
Plattsburgh, College at	See State Univ New York
Plymouth State College	See Univ System of NH
Point Loma College	California
Point Park College	Pennsylvania
Polk Community College	Florida
Polytechnic Institute of New York	New York
Pomona College	California
Ponce School of Medicine	Puerto Rico
Pontifical College Josephinum	Ohio
Pope John XXIII National Seminary	Massachusetts
Porterville College	California
Portland Community College	Oregon
Portland School of Art	Maine
Portland State University	Oregon
Portland, University of	Oregon
Post, C.W., Center, New York	See Long Island University
Post College	Connecticut
Potomac State College	West Virginia
Potsdam, College at	See State Univ New York
Powelson Business Institute	New York
Prairie State College	Illinois
Prairie View A&M University	Texas
Pratt Community College	Kansas
Pratt Institute	New York
Prentiss Normal and Industrial Institute	Mississippi
Presbyterian College	South Carolina
Presbyterian School of Christian Education	Virginia
Prescott Center College	Arizona
Prescott College	Arizona

Presentation College	South Dakota
Prestonburg Community College	Kentucky
Prince Georges Community College	Maryland
Princeton Theological Seminary	New Jersey
Princeton University	New Jersey
Principia College	Illinois
Protestant Episcopal Theological Seminary in Virginia	Virginia
Providence College	Rhode Island
Pueblo Vocational Community College	Colorado
Puerto Rico Cayey University College, University of	Puerto Rico
Puerto Rico Central Office, University of	Puerto Rico
Puerto Rico Humacao University College, University of	Puerto Rico
Puerto Rico Junior College	Puerto Rico
Puerto Rico Mayaguez Campus, University of	Puerto Rico
Puerto Rico Medical Sciences Campus, University of	Puerto Rico
Puerto Rico Regional Colleges Administration, University of	Puerto Rico
Puerto Rico Rio Piedras Campus, University of	Puerto Rico
Puget Sound College of the Bible	Washington
Puget Sound, University of	Washington
Purchase, College at	See State Univ New York
Purdue University Calumet	Indiana
Purdue University Central Office	Indiana
Purdue University Main Campus	Indiana
Purdue University North Central Campus	Indiana
Queens College	See City Univ of New York
Queens College	North Carolina
Queensborough Community College	See City Univ of New York
Quincy College	Illinois
Quincy Junior College	Massachusetts
Quinebaug Valley Community College	Connecticut
Quinn, Paul, College	Texas
Quinnipiac College	Connecticut
Quinsigamond Community College	Massachusetts
Rabbi Isaac Elchanan Theological Seminary	New York
Rabbinical Academy Mesivta Rabbi Chaim Berlin	New York
Rabbinical College of America	New Jersey
Rabbinical College Beth Shraga	New York
Rabbinical College Bobover Yeshiva B'Nei Zion	New York
Rabbinical College Ch'San Sofer of New York	New York
Rabbinical College of Kamenitz Yeshiva	New York
Rabbinical College of Long Island	New York
Rabbinical College of Sanz	New York

Rabbinical College of Telshe	Ohio
Rabbinical Seminary of America	New York
Rabbinical Seminary Beth Yitzchok D'Spinka	New York
Rabbinical Seminary M'Kor Chaim	New York
Rabbinical Seminary of Munkacs	New York
Rabbinical Seminary Adas Yereim	New York
Radcliffe College	Massachusetts
Radford University	Virginia
Rainy River Community College	Minnesota
Ramapo College of New Jersey	New Jersey
Ramirez College of Business and Technology	Puerto Rico
Rand Graduate Institute of Policy Studies	California
Randolph-Macon College	Virginia
Randolph-Macon Woman's College	Virginia
Randolph Technical College	North Carolina
Ranger Junior College	Texas
Rappahannock Community College	Virginia
Raymond Walters College, Ohio	See University Cincinnati
Reading Area Community College	Pennsylvania
Redlands, University of	California
Redwoods, College of the	California
Reed College	Oregon
Reformed Bible College	Michigan
Reformed Presbyterian Theological Seminary	Pennsylvania
Reformed Theological Seminary	Mississippi
Regis College	Colorado
Regis College	Massachusetts
Reinhardt College	Georgia
Rend Lake College	Illinois
Rensselaer Polytechnic Institute	New York
Reynolds, J. Sergeant, Community College	Virginia
Rhode Island College	Rhode Island
Rhode Island, Community College of	Rhode Island
Rhode Island School of Design	Rhode Island
Rhode Island, University of	Rhode Island
Rice College	South Carolina
Rice University	Texas
Richard Bland College of the College of William and Mary	Virginia
Richard J. Daley College, Illinois	See City Colleges Chicago
Richland College	Texas
Richland Community College	Illinois

Richmond Technical College	North Carolina
Richmond, University of	Virginia
Ricks College	Idaho
Rider College	New Jersey
Rika Breuer Teachers Seminary	New York
Ringling School of Art and Design	Florida
Rio Grande College	Ohio
Rio Hondo College	California
Rio Salado College	Arizona
Ripon College	Wisconsin
Riverside City College	California
Rivier College	New Hampshire
Roane State Community College	Tennessee
Roanoke Bible College	North Carolina
Roanoke-Chowan Technical College	North Carolina
Roanoke-Chowan Technical Institute	North Carolina
Roanoke College	Virginia
Robert Morris College	Pennsylvania
Roberts, Oral, University	Oklahoma
Roberts Wesleyan College	New York
Robeson Technical College	North Carolina
Rochester Business Institute	New York
Rochester Community College	Minnesota
Rochester Institute of Technology	New York
Rochester, University of	New York
Rock Valley College	Illinois
Rockerfeller University	New York
Rockford College	Illinois
Rockhurst College	Missouri
Rockingham Community College	North Carolina
Rockland Community College	New York
Rockmont College	Colorado
Rocky Mountain College	Montana
Roger Williams College Central Office	Rhode Island
Roger Williams College Main Campus	Rhode Island
Roger Williams College Providence Branch	Rhode Island
Rogue Community College	Oregon
Rollins Colle	Florida
Roosevelt University	Illinois
Rosary College	Illinois
Rose-Hutman Institute of Technology	Indiana
Rose, Oscar, Junior College	Oklahoma

Roseniont College	Pennsylvania
Ross, Sul, State University	Texas
Rowan Technical College	North Carolina
Roxbury Community College	Massachusetts
Rush University	Illinois
Russell Sage College Central Office	New York
Russell Sage College Main Campus	New York
Russell Sage Junior College of Albany	New York
Rust College	Mississippi
Rutgers the State University of, New Jersey Camden Campus	New Jersey
Rutgers the State University of, New Jersey Central Office	New Jersey
Rutgers the State University of, New Jersey New Brunswick Campus	New Jersey
Rutgers the State University of, New Jersey Newark Campus	New Jersey
Rutledge College	Missouri
Rutledge College	South Carolina
Rutledge College of Charlotte	North Carolina
Rutledge College of Durham	North Carolina
Rutledge College of Fayetteville	North Carolina
Rutledge College of Greensboro	North Carolina
Rutledge Colleae of Winston-Salem	North Carolina
S.D. Bishop State Junior College	Alabama
Sacramento City College	California
Sacred Heart College	North Carolina
Sacred Heart School of Theology	Wisconsin
Sacred Heart Seminary College	Michigan
Sacred Heart University	Connecticut
Sacred Heart, University of the	Puerto Rico
Saddleback Community College	California
Sage, Russell, College	New York
Saginaw Valley State College	Michigan
Saint Alphonsus College	Connecticut
Saint Ambrose College	Iowa
Saint Andrew's Presbyterian College	North Carolina
Saint Anselm College	New Hampshire
Saint Augustine's College	North Carolina
Saint Benedict, College of	Minnesota
Saint Bernard Parish Community College	Louisiana
Saint Bernard's Seminary	New York
Saint Bonaventure University	New York
Saint Catharine College	Kentucky
Saint Catherine, College of	Minnesota

Saint Charles Borromeo Seminary	Pennsylvania
Saint Clair County Community College	Michigan
Saint Cloud State University	Minnesota
Saint Edward's University	Texas
Saint Elizabeth, College of	New Jersey
Saint Francis College	Indiana
Saint Francis College	New York
Saint Francis College	Pennsylvania
Saint Francis, College of	Illinois
Saint Francis De Sales College	Wisconsin
Saint Francis Seminary School of Pastoral Ministry	Wisconsin
Saint Gregory's College	Oklahoma
Saint Hyacinth College-Seminary	Massachusetts
Saint John Fisher College	New York
Saint John Vianney College Seminary	Florida
Saint John's College	California
Saint John's College	Kansas
Saint John's College Central Office	Maryland
Saint John's College Main Campus	Maryland
Saint John's College at Santa Fe New Mexico	Maryland
Saint John's Provincial Seminary	Michigan
Saint Johns River Community College	Florida
Saint John's Seminary	Massachusetts
Saint John's University	Minnesota
Saint John's University	New York
Saint Joseph College	Connecticut
Saint Joseph the Provider, College of	Vermont
Saint Joseph Seminary College	Louisiana
Saint Joseph's College	Indiana
Saint Joseph's College	Maine
Saint Joseph's College Central Office	New York
Saint Joseph's College Main Campus	New York
Saint Joseph's College Suffolk Campus	New York
Saint Joseph's Seminary and College	New York
Saint Joseph's University	Pennsylvania
Saint Lawrence University	New York
Saint Leo College	Florida
Saint Louis Christian College	Missouri
Saint Louis College of Pharmacy	Missouri
Saint Louis Community College Administrative Center Central Office	Missouri
Saint Louis Community College at Florissant Valley	Missouri
Saint Louis Community College at Forest Park	Missouri

Saint Louis Community College at Meramec	Missouri
Saint Louis Conservatory of Music	Missouri
Saint Louis Rabbiilical College	Missouri
Saint Louis University Central Office	Missouri
Saint Louis University Main Campus	Missouri
Saint Louis University-Parks College	Missouri
Saint Martin's College	Washington
Saint Mary College	Kansas
Saint Mary, College of	Nebraska
Saint Mary of the Lake Seminary	Illinois
Saint Mary of the Plains College	Kansas
Saint Mary Seminary	Ohio
Saint Mary-of-the-Woods College	Indiana
Saint Mary's College	Indiana
Saint Mary's College	Michigan
Saint Mary's College	Minnesota
Saint Mary's College	North Carolina
Saint Mary's College of California	California
Saint Mary's College of Maryland	Maryland
Saint Mary's College of O'Fallon	Missouri
Saint Mary's Dominican College	Louisiana
Saint Mary's Junior College	Minnesota
Saint Mary's Seminary and College	Missouri
Saint Mary's Seminary and University	Maryland
Saint Mary's University of San Antonio	Texas
Saint Meinrad College	Indiana
Saint Meinrad School of Theology	Indiana
Saint Michael's College	Vermont
Saint Norbert College	Wisconsin
Saint Olaf College	Minnesota
Saint Patrick's College	California
Saint Patrick's Seminary	California
Saint Paul Bible College	Minnesota
Saint Paul School of Theology	Missouri
Saint Paul Seminary	Minnesota
Saint Paul's College	Missouri
Saint Paul's College	Virginia
Saint Peter's College	New Jersey
Saint Petersburg Junior College	Florida
Saint Philip's College	Texas
Saint Rose, College of	New York

Saint Scholastica, College of	Minnesota
Saint Teresa, College of	Minnesota
Saint Thomas Aquinas College	New York
Saint Thomas, College of	Minnesota
Saint Thomas Seminary	Colorado
Saint Thomas, University of	Texas
Saint Vincent College	Pennsylvania
Saint Vincent Seminary	Pennsylvania
Saint Vladimir Orthodox Theological Seminary	New York
Saint Xavier College	Illinois
Salem College	North Carolina
Salem College Central Office	West Virginia
Salem College at Clarksburg	West Virginia
Salem College Main Campus	West Virginia
Salem Community College	New Jersey
Salem State College	Massachusetts
Salisbury State College	Maryland
Salish Kootenai Community College	Montana
Salve Regina-The Newport College	Rhode Island
Sam Houston State University	Texas
Samford University	Alabama
Sampson Technical College	North Carolina
San Antonio College	Texas
San Antonio Community College District Central Office	Texas
San Bernardino Valley College	California
San Diego City College	California
San Diego Community College District Central Office	California
San Diego Mesa College	California
San Diego Miramar College	California
San Diego State University	California
San Diego, University of	California
San Fernando Valley College of Law	California
San Francisco Art Institute	California
San Francisco College of Mortuary Science	California
San Francisco Community College District	California
San Francisco Conservatory of Music	California
San Francisco State University	California
San Francisco Theological Seminary	California
San Francisco, University of	California
San Jacinto College Central Campus	Texas
San Jacinto College Central Office	Texas
San Jacinto College North Campus	Texas

San Joaquin Delta College	California
San Jose Bible College	California
San Jose City College	California
San Jose Community College District System Office	California
San Jose State University	California
San Juan Technological Community College	Puerto Rico
San Mateo, College of	California
San Mateo County Community College District System Office	California
Sandburg, Carl, College	Illinois
Sandhills Community College	North Carolina
Sangamon State University	Illinois
Santa Ana College	California
Santa Barbara City College	California
Santa Clara, University of	California
Santa Fe, College of	New Mexico
Santa Fe Community College	Florida
Santa Monica College	California
Santa Rosa Junior College	California
Sara Schenirer Teachers Seminary	New York
Sarah Lawrence College	New York
Sarasota, University of	Florida
Sauk Valley College	Illinois
Savannah College of Art and Design	Georgia
Savannah State College	Georgia
Sayre Junior College	Oklahoma
Scarritt College	Tennessee
Schenectady County Community College	New York
Schenirer, Sara, Teachers Seminary	New York
School for International Training	Vermont
School of -, See Most Important Term	
Schoolcraft College	Michigan
Schreiner College	Texas
Science and Arts of Oklahoma, University of	Oklahoma
Scott, Agnes, College	Georgia
Scott Community College	Iowa
Scottsdale Community College	Arizona
Scranton, University of	Pennsylvania
Scripps College	California
Seabury-Western Theological Seminary	Illinois
Seattle Community College Campus	Washington
Seattle Community College District Office	Washington

Seattle Community College South Campus	Washington
Seattle Pacific University	Washington
Seattle University	Washington
Selma University	Alabama
Seminary of the Immaculate Conception	New York
Seminary of Saint Pius X	Kentucky
Seminary of Saint Vincent De Paul	Florida
Seminole Community College	Florida
Seminole Junior College	Oklahoma
Sequoias, College of the	California
Seton, Elizabeth, College	New York
Seton Hall University	New Jersey
Seton Hill College	Pennsylvania
Seward County Community College	Kansas
Shasta College	California
Shaw College at Detroit	Michigan
Shaw University	North Carolina
Shawnee College	Illinois
Shawnee State Community College	Ohio
Shelby State Community College	Tennessee
Sheldon Jackson College	Alaska
Shelton State Community College	Alabama
Shenandoah College and Conservatory of Music	Virginia
Shepherd College	West Virginia
Sheridan College	Wyoming
Sherman College of Chiropractic	South Carolina
Sherwood Music School	Illinois
Shimer College	Illinois
Shippensburg State College	Pennsylvania
Sh'Or Yoshuv Rabbinical College	New York
Shoreline Community College	Washington
Shorter College	Arkansas
Shorter College	Georgia
Siena College	New York
Siena Heights College	Michigan
Sierra College	California
Sierra Nevada College	Nevada
Silver Lake College	Wisconsin
Simmons College	Massachusetts
Simon's Rock of Bard College	Massachusetts
Simon's Rock Early College	Massachusetts
Simpson College	California

Central Simpson College	Iowa
Sinclair Community College	Ohio
Sinte Gleska College	South Dakota
Sioux Empire College	Iowa
Sioux Falls College	South Dakota
Siskiyou, College of the	California
Sitka Community College	See University of Alaska
Skagit Valley College	Washington
Skidmore College	New York
Skyline College	California
Slippery Rock State College	Pennsylvania
Smith College	Massachusetts
Smith, Hobart-Williams Colleges	New York
Smith, Johnson C., University	North Carolina
Smith, Philander, College	Arkansas
Smith's, Paul, College Arts and Sciences	New York
Snead State Junior College	Alabama
Snow College	Utah
Sojourner-Douglas College	Maryland
Solano Community College	California
Somerset Community College	Kentucky
Somerset County College	New Jersey
Sonoma State University	California
South Alabama, University of	Alabama
South Carolina at Aiken, University of	South Carolina
South Carolina at Beaufort, University of	South Carolina
South Carolina Central Office, University of	South Carolina
South Carolina at Coastal Carolina, University of	South Carolina
South Carolina at Columbia, University of	South Carolina
South Carolina at Lancaster, University of	South Carolina
South Carolina at Salkehatchie, University of	South Carolina
South Carolina at Spartanburg, University of	South Carolina
South Carolina State College	South Carolina
South Carolina at Sumter, University of	South Carolina
South Carolina at Union, University of	South Carolina
South Central Community College	Connecticut
South Dakota Central Office, University of	South Dakota
South Dakota Main Campus, University of	South Dakota
South Dakota School of Mines and Technology	South Dakota
South Dakota at Springfield, University of	South Dakota
South Dakota State University	South Dakota

South Florida Junior College	Florida
South Florida, University of	Florida
South Georgia College	Georgia
South Mountain Community College	Arizona
South Oklahoma City Junior College	Oklahoma
South Plains College	Texas
South Texas College of Law	Texas
South, University of the	Tennessee
Southampton Center New York	See Long Island University
Southeast Community College	Kentucky
Southeast Community College Fairbury-Beatrice Campus	Nebraska
SoutheastCommunity College Lincoln Campus	Nebraska
Southeast Community College Milford Campus	Nebraska
Southeast Missouri State University	Missouri
Southeastern Baptist College	Mississippi
Southeastern Baptist Theological Seminary	North Carolina
Southeastern Bible College	Alabama
Southeastern College of the Assemblies of God	Florida
Southeastern College of Osteopathic Medicine	Florida
Southeastern Community College	Iowa
Southeastern Community College	North Carolina
Southeastern Illinois College	Illinois
SouthEastern Louisiana University	Louisiana
Southeastern Massachusetts University	Massachusetts
Southeastern Nebraska Technical Community College Area Central Office	Nebraska
Southeastern Oklahoma State University	Oklahoma
Southeastern University	District of Columbia
Southern Arkansas University Central Office	Arkansas
Southern Arkansas University El Dorado Branch	Arkansas
Southern Arkansas University Main Campus	Arkansas
Southern Arkansas University Technical Branch	Arkansas
Southern Baptist College	Arkansas
Southern Baptist Theological Seminary	Kentucky
Southern Bible College	Texas
Southern California College	California
Southern California College of Optometry	California
Southern California Institute of Architecture	California
Southern California, University of	California
Southern College of Optometry	Tennessee
Southern Colorado, University of	Colorado
Southern Connecticut State College	Connecticut
Southern Idaho, College of	Idaho

Southern Illinois University at Carbondale	Illinois
Southern Illinois University at Edwardsville	Illinois
Southern Illinois University System Office	Illinois
Southern Junior College of Business	Alabama
Southern Maine, University of	Maine
Southern Maine Vocational and Technical Institute	Maine
Southern Methodist University	Texas
Southern Missionary College	Tennessee
Southern Mississippi, University of	Mississippi
Southern Ohio College	Ohio
Southern Oregon State College	Oregon
Southern School of Pharmacy, Georgia	See Mercer University
Southern Seminary Junior College	Virginia
Southern State Community College	Ohio
Southern State General and Technical College	Ohio
Southern Technical Institute	Georgia
Southern Union State Junior College	Alabama
Southern University Agricultural and Mechanical College Central Office	Louisiana
Southern University Agricultural and Mechanical College Main Campus	Louisiana
Southern University in New Orleans	Louisiana
Southern University Shreveport-Bossier City Campus	Louisiana
Southern Utah State College	Utah
Southern Vermont College	Vermont
Southern West Virginia Community College	West Virginia
Southside Virginia Community College	Virginia
Southwest Baptist College	Missouri
Southwest Baptist University	Missouri
Southwest, College of the	New Mexico
Southwest Mississippi Junior College	Mississippi
Southwest Missouri State University	Missouri
Southwest State University	Minnesota
Southwest Texas Junior College	Texas
Southwest Texas State University	Texas
Southwest Virginia Community College	Virginia
Southwest Wisconsin Vocational Technical Institute	Wisconsin
Southwestern Adventist College	Texas
Southwestern Assemblies of God College	Texas
Southwestern Baptist Bible College	Arizona
Southwestern Baptist Theological Seminary	Texas
Southwestern Christian College	Texas

Southwestern College	California
Southwestern College	Kansas
Southwestern Community College	Iowa
Southwestern Louisiana, University of	Louisiana
Southwestern at Memphis	Tennessee
Southwestern Michigan College	Michigan
Southwestern Oklahoma State University	Oklahoma
Southwestern Oregon Community College	Oregon
Southwestern Technical College	North Carolina
Southwestern University	Texas
Southwestern University School of Law	California
Spalding College	Kentucky
Spartan School of Aeronautics	Oklahoma
Spartanburg Methodist College	South Carolina
Spartanburg Technical College	South Carolina
Spelman College	Georgia
Spertus College of Judaica	Illinois
Spokane Community College	Washington
Spokane Falls Community College	Washington
Spoon River College	Illinois
Spring Arbor College	Michigan
Spring Garden College	Pennsylvania
Spring Hill College	Alabama
Springfield College	Massachusetts
Springfield College in Illinois	Illinois
Springfield Technical Community College	Massachusetts
Sprunt, James, Technical College	North Carolina
Standing Rock Community College	North Dakota
Stanford University	California
Stanly Technical College	North Carolina
Stark Technical College	Ohio
Starr King School for the Ministry	California
State Center Community College District System Office	California
State College Optometry	See State Univ New York
State Community College	Illinois
State Fair Community College	Missouri
State of New York Regents External Degree Program, University of the	New York
State Technical Institute at Knoxville	Tennessee
State Technical Institute at Memphis	Tennessee
State University and Community College System of Tennessee System Office	Tennessee
State University of New York Agricultural and Technical College at Alfred	New York

State University of New York Agricultural and Technical College at Canton	New York
State University of New York State Agricultural and Technical College at Cobleskill	New York
State University of New York Agricultural and Technical College at Delhi	New York
State University of New York Agricultural and Technical College at Farmingdale	New York
State University of New York Agricultural and Technical College at Morrisville	New York
State University of New York at Albany	New York
State University of New York at Binghamton	New York
State University of New York at Buffalo Main Campus	New York
State University of New York College at Brockport	New York
State University of New York College at Buffalo	New York
State University of New York College at Cortland	New York
State University of New York College of Environmental Science and Forestry	New York
State University of New York College at Fredonia	New York
State University of New York College at Genesco	New York
State University of New York College at New Paltz	New York
State University of New York College at Old Westbury	New York
State University of New York College at Oneonta	New York
State University of New York College of Optometry	New York
State University of New York College at Oswego	New York
State University of New York College at Plattsburgh	New York
State University of New York College at Potsdam	New York
State University of New York College at Purchase	New York
State University of New York College of Technology at Utica-Rome	New York
University of New York Downstate Medical Center	New York
State University of New York Empire State College	New York
State University of New York Health Sciences Center at Buffalo	New York
State University of New York Health Sciences Center at Stony Brook	New York
State University of New York Maritime College	New York
State University of New York at Stony Brook Main Campus	New York
State University of New York System Office	New York
State University of New York Upstate Medical Center	New York
State University System of Florida System Office	Florida
State University System of Minnesota System Office	Minnesota
Staten Island, College of	See City Univ of New York
Steed College	Tennessee
Stenotype Institute	New York
Stephen F. Austin State University	Texas
Stephens College	Missouri
Sterling College	Kansas

Stetson University	Florida
Steubenville, College of	Ohio
Steubenvdle, University of	Ohio
Stevens Henager College	Utah
Stevens Institute of Technology	New Jersey
Stillman College	Alabama
Stockton State College	New Jersey
Stonehill College	Massachusetts
Strayer College	District of Columbia
Sue Bennett College	Kentucky
Suffolk County Community College	New York
Suffolk County Community College Eastern Campus	New York
Suffolk County Community College Western Campus	New York
Suffolk University	Massachusetts
Sul Ross State University	Texas
Sullivan County Community College	New York
Sullivan Junior College of Business	Kentucky
Sumter Area Technical College	South Carolina
Suomi College	Michigan
Surry Community College	North Carolina
Susquehanna University	Pennsylvania
Swain School of Design	Massachusetts
Swarthmore College	Pennsylvania
Sweet Briar College	Virginia
Syracuse University Central Office	New York
Syracuse University Main Campus	New York
Syracuse University Utica College	New York
Tabor College	Kansas
Tacoma Community College	Washington
Taft College	California
Talladega College	Alabama
Tallahassee Community College	Florida
Talmudic College of Florida	Florida
TalmJerseyudical Institute of Central	New York
Talmudical Institute of Upstate New York	New York
Talmudical Seminary Oholei Torah	New York
Talmudical Yeshiva of Philadelphia	Pennsylvania
Tampa College	Florida
Tampa Technical Institute	Florida
Tampa, University of	Florida
Tanana Vallev Community College	See University of Alaska
Tarkio College	Missouri

Tarleton State University	Texas
Tarrant County Junior College	Texas
Taylor Business Institute	New York
Taylor University	Indiana
Teachers College, New York	See Columbia University
Technical Career Institutes	New York
Technical College of Alamance	North Carolina
Technology at Utica-Rome College of	See State Univ New York
Telshe Yeshiva-Chicago	Illinois
Temple Junior College	Texas
Temple University	Pennsylvania
Tennessee Center for the Health Sciences, University of	Tennessee
Tennessee Central Office, University of	Tennessee
Tennessee at Chattanooga, University of	Tennessee
Tennessee Institute of Electronics	Tennessee
Tennessee at Knoxville, University of	Tennessee
Tennessee at Martin, University of	Tennessee
Tennessee State University	Tennessee
Tennessee Technological University	Tennessee
Tennessee Temple University	Tennessee
Tennessee University-Wide Administration Central Office, University of	Tennessee
Tennessee Wesleyan College	Tennessee
Terra Technical College	Ohio
Texarkana Community College	Texas
Texas A&I University	Texas
Texas A&M University at Galveston	Texas
Texas A&M University Main Campus	Texas
Texas A&M University System Office	Texas
Texas at Arlington, University of	Texas
Texas at Austin, University of	Texas
Texas Chiropractic College	Texas
Texas Christian University	Texas
Texas College	Texas
Texas College of Osteopathic Medicine	Texas
Texas at Dallas, University of	Texas
Texas at El Paso, University of	Texas
Texas Health Science Center at Dallas, University of	Texas
Texas Health Science Center at Houston, University of	Texas
Texas Health Science Center at San Antonio, University of	Texas
Texas Lutheran College	Texas
Texas Medical Branch at Galveston, University of	Texas

Texas of the Permian Basin, University of	Texas
Texas at San Antonio, University of	Texas
Texas Southern University	Texas
Texas Southmost College	Texas
Texas State Technical Institute Amardio Campus	Texas
Texas State Technical Institute Central Office	Texas
Texas State Technical Institute Harlingen Campus	Texas
Texas State Technical Institute-Sweetwater	Texas
Texas State Technical Institute Waco Campus	Texas
Texas System Office, University of	Texas
Texas Tech University Health Science Center	Texas
Texas Technical University	Texas
Texas at Tyler, University of	Texas
Texas Wesleyan College	Texas
Texas Woman's University	Texas
Thames Valley State Technical College	Connecticut
The -, See Most Important Term	
Theological Seminary of the Reformed Episcopal Church	Pennsylvania
Theology at Claremont, School of	California
Thiel College	Pennsylvania
Thomas A. Edison College	New Jersey
Thomas College	Maine
Thomas County Community College	Georgia
Thomas Jefferson University	Pennsylvania
Thomas M. Cooley Law School	Michigan
Thomas More College	Kentucky
Thomas Nelson Community College	Virginia
Thornton Community College	Illinois
Three Rivers Community College	Missouri
Tidewater Community College	Virginia
Tiffin University	Ohio
Tift College	Georgia
Tobe-Coburn School of Fashion Careers	New York
Toccoa Falls College	Georgia
Toledo, University of	Ohio
Tomlinson College	Tennessee
Tompkins-Cortland Community College	New York
Tougaloo College	Mississippi
Touro College	New York
Towson State University	Maryland
Tracey-Warner School	Pennsylvania
Transylvania University	Kentucky

Treasure Valley Community College	Oregon
Trenton Junior College	Missouri
Trenton State College	New Jersey
Trevecca Nazarene College	Tennessee
Tri-Cities State Technical Institute	Tennessee
Tri-County Community College	North Carolina
Tri-County Technical College	South Carolina
Tri-State University	Indiana
Triangle Institute of Technology	Pennsylvania
Triangle Institute of Technology Erie Center	Pennsylvania
Triangle Institute of Technology Greensburg Center	Pennsylvania
Trident Technical College	South Carolina
Trinidad State Junior College	Colorado
Trinity Bible Institute	North Dakota
Trinity Christian College	Illinois
Trinity College	Connecticut
Trinity College	District of Columbia
Trinity College	Illinois
Trinity College	Vermont
Trinity Evangelical Divinity School	Illinois
Trinity Lutheran Seminary	Ohio
Trinity University	Texas
Triton College	Illinois
Trocaire College	New York
Troy State University Central Office	Alabama
Troy State University at Dothan-Fort Rucker	Alabama
Troy State University Main Campus	Alabama
Troy State University at Montgomery	Alabama
Truckee Meadows Community College	Nevada
Truett McConnell College	Georgia
Truman College, Illinois	See City Colleges Chicago
Tufts University	Massachusetts
Tulane University of Louisiana	Louisiana
Tulsa Junior College	Oklahoma
Tulsa, University of	Oklahoma
Tunxis Community College	Connecticut
Turtle Mountain Community College	North Dakota
Tusculum College	Tennessee
Tuskegee Institute	Alabama
Tyler, John, Community College	Virginia
Tyler Junior College	Texas

Ulster County Community College	New York
Umpqua Community College	Oregon
Uniformed Services University of the Health Sciences	Maryland
Union College	Kentucky
Union College	Nebraska
Union College	New Jersey
Union College	New York
Union County Technical Institute	New Jersey
Union for Experimenting Colleges and Universities	Ohio
Union Theological Seminary	New York
Union Theological Seminary in Virginia	Virginia
Union University	Tennessee
United Electronics Institute	Iowa
United Electronics Institute of Florida	Florida
United States Air Force Academy	Colorado
United States Army Command and General Staff College	Kansas
United States Coast Guard Academy	Connecticut
United States International University	California
United States Merchant Marine Academy	New York
United States Military Academy	New York
United States Naval Academy	Maryland
United States Sports Academy	Alabama
United Talmudical Academy	New York
United Theological Seminary	Minnesota
United Theological Seminary	Ohio
United Wesleyan College	Pennsylvania
Unity College	Maine
Universidad Central Del Caribe Escuela De Medicina De Cayey	Puerto Rico
Universidad De Ponce	Puerto Rico
Universidad Politecnica De Puerto Rico	Puerto Rico
University of -, See Most Important Term	
University System of New Hampshire System Office	New Hampshire
University System of South Texas System Office	Texas
Upper Iowa University	Iowa
Uppsala College	New Jersey
Upstate Medical Center	See State Univ New York
Urbana College	Ohio
Ursinus College	Pennsylvania
Ursuline College	Ohio
Utah Higher Education System Office	Utah
Utah State University	Utah
Utah Technical College at Provo	Utah

Utah Technical College at Salt Lake City	Utah
Utah, University of	Utah
Utica College of Syracuse University	New York
Utica Junior College	Mississippi
Utica-Rome, College of	See State Univ New York
Utica School of Commerce	New York
Valdosta State College	Georgia
Vale Technical Institute	Pennsylvania
Valencia Community College	Florida
Valley City State College	North Dakota
Valley Forge Christian College	Pennsylvania
Valley Forge Military Junior College	Pennsylvania
Valparaiso University	Indiana
Vance-Granville Community College	North Carolina
Vanderbilt University	Tennessee
Vandercook College of Music	Illinois
Vassar College	New York
Vennard College	Iowa
Ventura College	California
Ventura County Community College District System Office	California
Vernilion Community College	Minnesota
Vermont College	Vermont
Vermont, Community College of	Vermont
Vermont Law School	Vermont
Vermont and State Agricultural College, University of	Vermont
Vermont State College System Office	Vermont
Vermont Technical College	Vermont
Vernon Regional Junior College	Texas
Victor Valley College	California
Victoria College	Texas
Villa Julie College	Maryland
Villa Maria College	Pennsylvania
Villa Maria College of Buffalo	New York
Villanova University	Pennsylvania
Vincennes University	Indiana
Virgin Islands, College of the	Virgin Islands
Virginia Central Office, University of	Virginia
Virginia Clinch Valley College, University of	Virginia
Virginia Commonwealth University	Virginia
Virginia Highlands Community College	Virginia
Virginia Intermont College	Virginia

Virginia Main Campus, University of	Virginia
Virginia Military Institute	Virginia
Virginia Polytechnic Institute and State University	Virginia
Virginia State Community College System Office	Virginia
Virginia State University	Virginia
Virginia Union University	Virginia
Virginia Wesleyan College	Virginia
Virginia Western Community College	Virginia
Vista College	California
Visual Arts, School of	New York
Viterbo College	Wisconsin
Volunteer State Community College	Tennessee
Voorhees College	South Carolina
Wabash College	Indiana
Wabash Valley College	See Ill Estn Cmty College
Wadhams Hall Seminary and College	New York
Wagner College	New York
Wake Forest University	North Carolina
Wake Technical College	North Carolina
Waldorf College	Iowa
Walker College	Alabama
Walla Walla College	Washington
Walla Walla Community College	Washington
Wallace State Community College at Hanceville	Alabama
Wallace, George C., State Community College at Dothan	Alabama
Wallace, George Corley, State Community College at Selma	Alabama
Wallace, Lurteen B., State Junior College	Alabama
Walsh College	Ohio
Walsh College of Accountancy and Business Administration	Michigan
Walters, Raymond, College	Ohio
Walters State Community College	Tennessee
Warner Pacific College	Oregon
Warner Southern College	Florida
Warren Wilson College	North Carolina
Wartburg College	Iowa
Wartburg Theological Seminary	Iowa
Washburn University of Topeka	Kansas
Washington Bible College	Maryland
Washington, Booker T., Business College	Alabama
Washington College	Maryland
Washington, George, University	District of Columbia
Washington International College	District of Columbia

Washington and Jefferson College	Pennsylvania
Washington and Lee University	Virginia
Washington, Mary, College	Virginia
Washington State Community College, District 5, District Office	Washington
Washington State Community College, District 17, District Office	Washington
Washington State University	Washington
Washington Technical College	Ohio
Washington Theological Union	Maryland
Washington University	Missouri
Washington, University of	Washington
Washtenaw Community College	Michigan
Waterbury State Technical College	Connecticut
Waters, Edward, College	Florida
Watterson College	Kentucky
Waubonsee Community College	Illinois
Waukesha County Technical Institute	Wisconsin
Waycross Junior College	Georgia
Wayland Baptist College	Texas
Wayne Community College	North Carolina
Wayne County Community College	Michigan
Wayne General and Technical College, Ohio	See University of Akron
Wayne State College	Nebraska
Wayne State University	Michigan
Waynesburg College	Pennsylvania
Weatherford College	Texas
Webb Institute of Naval Architecture	New York
Webber College	Florida
Weber State College	Utah
Webster College	Missouri
Webster, Daniel, College	New Hampshire
Wellesley College	Massachusetts
Wells College	New York
Wenatchee Valley College	Washington
Wentworth Institute of Technology	Massachusetts
Wentworth Military Academy	Missouri
Wesley College	Delaware
Wesley College	Mississippi
Wesley, John, College	North Carolina
Wesley Theological Seminary	District of Columbia
Wesleyan College	Georgia
Wesleyan University	Connecticut

West Chester State College	Pennsylvania
West Coast Bible College	California
West Coast Christian College	California
West Coast University Central Office	California
West Coast University Main Campus	California
West Coast University Orange County Center	California
West Florida, University of	Florida
West Georgia College	Georgia
West Hills College	California
West Liberty State College	West Virginia
West Los Angeles College	California
West Los Angeles, University of	California
West Oahu College	See University of Hawaii
West Shore Community College	Michigan
West Side Institute of Technology	Ohio
West Texas State University	Texas
West Valley College	California
West Valley Joint Community College District System Office	California
West Virginia College of Graduate Studies	West Virginia
West Virginia College of Technology	West Virginia
West Virginia Institute of Technology	West Virginia
West Virginia Northern Community College	West Virginia
West Virginia School of Osteopathic Medicine	West Virginia
West Virginia State College	West Virginia
West Virginia University	West Virginia
West Virginia Wesleyan College	West Virginia
Westark Community College	Arkansas
Westbrook College	Maine
Westchester Business College	New York
Westchester Business Institute	New York
Westchester Community College	New York
Western Baptist College	Oregon
Western Bible College	Colorado
Western Carolina University	North Carolina
Western Connecticut State College	Connecticut
Western Conservative Baptist Seminary	Oregon
Western Evangelical Seminary	Oregon
Western Illinois University	Illinois
Western International University	Arizona
Western Iowa Tech	Iowa
Western Kentucky University	Kentucky
Western Maryland College	Maryland

Western Michigan University	Michigan
Western Montana College	Montana
Western Nevada Community College	Nevada
Western New England College	Massachusetts
Western New Mexico University	New Mexico
Western Oklahoma State College	Oklahoma
Western Oregon State College	Oregon
Western Piedmont Community College	North Carolina
Western State College of Colorado	Colorado
Western State University College of Law Central Office	California
Western State University College of Law Orange County	California
Western State University College of Law of San Diego	California
Western States Chiropractic College	Oregon
Western Texas College	Texas
Western Theological Seminary	Michigan
Western Washington University	Washington
Western Wisconsin Technical Institute	Wisconsin
Western Wyoming Community College	Wyoming
Westfield State College	Massachusetts
Westmar College	Iowa
Westminster Choir College	New Jersey
Westminster College	Missouri
Westminster College	Pennsylvania
Westminster College	Utah
Westminster Theological Seminary	Pennsylvania
Westmont College	California
Westmoreland County Community College	Pennsylvania
Weston School of Theology	Massachusetts
Wharton County Junior College	Texas
Whatcom Community College	Washington
Wheaton College	Illinois
Wheaton College	Massachusetts
Wheeler School, The	Pennsylvania
Wheeling College	West Virginia
Wheelock College	Massachusetts
White Pines College	New Hampshire
White Plains, College of New York	See Pace University
Whitman College	Washington
Whittier College	California
Whitworth College	Washington
Wichita State University	Kansas

Widener College of Widener University	Pennsylvania
Widener College of Widener University Central Office	Pennsylvania
Wilberforce University	Ohio
Wiley College	Texas
Wilkes College	Pennsylvania
Wilkes Community College	North Carolina
Willamette University	Oregon
William Carey College	Mississippi
William Carey International University	California
William Jewell College	Missouri
William and Mary Central Office, College of	Virginia
William and Mary, College of	Virginia
William Mitchell College of Law	Minnesota
William Paterson College	New Jersey
William Penn College	Iowa
William Rainey Harper College	Illinois
William, Smith College, New York	See Hobart-William Smith
William Tyndale College	Michigan
William Woods College	Missouri
Williams College	Massachusetts
Williams, Edward, College, New Jersey	See Farleigh Dickinson
Williams, George, College	Illinois
Williams, Roger, College	Rhode Island
Williamsburg Technical College	South Carolina
Williamsport Area Community College	Pennsylvania
Willmar Community College	Minnesota
Wilmington College	Delaware
Wilmington College	Ohio
Wilson College	Pennsylvania
Wilson County Technical Institute	North Carolina
Wilson, Lindsey, College	Kentucky
Wilson, Warren, College	North Carolina
Windward Community College	See University of Hawaii
Wingate College	North Carolina
Winona State University	Minnesota
Winsalm College	North Carolina
Winston-Salem State University	North Carolina
Winthrop College	South Carolina
Wisconsin Center System, University of	Wisconsin
Wisconsin Conservatory of Music	Wisconsin
Wisconsin Indianhead Vocational Technical and Adult Education District	Wisconsin
Wisconsin-Eau Claire, University of	Wisconsin

Wisconsin-Green Bay, University of	Wisconsin
Wisconsin-La Crosse, University of	Wisconsin
Wisconsin Lutheran College	Wisconsin
Wisconsin-Madison, University of	Wisconsin
Wisconsin-Milwaukee, University of	Wisconsin
Wisconsin-Oshkosh, University of	Wisconsin
Wisconsin-Parkside, University of	Wisconsin
Wisconsin-Platteville, University of	Wisconsin
Wisconsin-River Falls, University of	Wisconsin
Wisconsin School of Electronics	Wisconsin
Wisconsin-Stevens Point, University of	Wisconsin
Wisconsin-Stout, University of	Wisconsin
Wisconsin-Superior, University of	Wisconsin
Wisconsin System Office, University of	Wisconsin
Wisconsin-Whitewater, University of	Wisconsin
Wittenberg University	Ohio
Wofford College	South Carolina
Wood, John, Comrrmnty College	Illinois
Wood Junior College	Mississippi
Wood School, The	New York
Woodbury University	California
Woods, William, College	Missouri
Wooster, College of	Ohio
Worcester Art Museum, School of the	Massachusetts
Worcester Junior College	Massachusetts
Worcester Polytechnic Institute	Massachusetts
Worcester State College	Massachusetts
World College West	California
Worthington Community College	Minnesota
Wor-WicTechnical Community College	Maryland
Wright College, Illinois	See City Colleges Chicago
Wright Institute, The	California
Wright State University Central Office	Ohio
Wright State University Main Campus	Ohio
Wright State UniversityWestern Ohio Branch	Ohio
Wyoming School of Animal Technology	Wyoming
Wyoming, University of	Wyoming
Wytheville Community College	Virginia
Xavier University	Ohio
Xavier University of Louisiana	Louisiana

Yakima Valley Community College	Washington
Yale University	Connecticut
Yankton College	South Dakota
Yavapai College	Arizona
Yeshiva Beth Hillel of Krasna	New York
Yeshiva Bnei Torah	New York
Yeshiva Chofetz Chaim Radun	New York
Yeshiva Karlin Stoln Beth AronY'Israel Rabbinical Institute	New York
Yeshiva of Nitra Rabbinical College	New York
Yeshiva Shaar Hatorah	New York
Yeshiva Toras Chaim Talmudical Seminary	Colorado
Yeshiva University	New York
Yeshiva University of Los Angeles	California
Yeshivat Mikdash Melech	New York
Yeshivath Beth Moshe	Pennsylvania
Yeshivath Vizhitz	New York
Yeshivath Zichron Moshe	New York
York College	Nebraska
York College	See City Univ of New York
York College of Pennsylvania	Pennsylvania
York Technical College	South Carolina
Young, Brigham, University, Hawaii Campus	Utah
Young, Brigham, University Main Campus	Utah
Young Harris College	Georgia
Youngstown College of Business and Professional Drafting	Ohio
Youngstown State University	Ohio
Yuba College	California